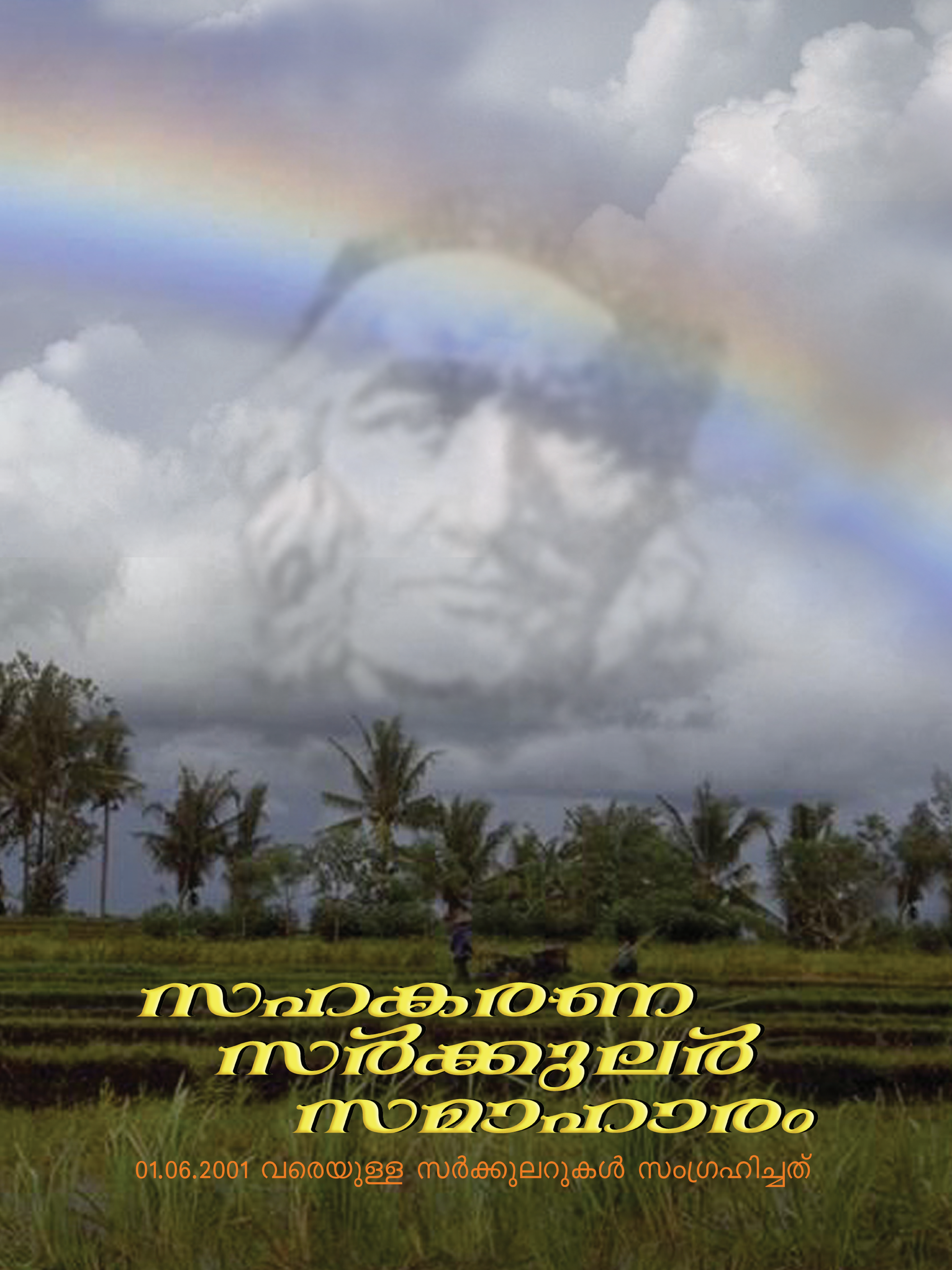

സഹകരണ സർക്കുലർ സമാഹാരം

01.06.2001 വരെയുള്ള സർക്കുലറുകൾ സംഗ്രഹിച്ചത്

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പ്രസാധകൻ

k l l cW

kÀ ¡ peÀ kaml mcw

k ¼mZI ³

sI. Pn. i in
I ¬ ho\À, tIm þHm¸tdddoh ssdtddg k t^mdw, Xri iqÀ

F UnddÀ

tPm¬ Fw. Nme ¡Â
ap³ {]n³ kn¸mÄ, kn. Sn. kn., Xri iqÀ
മുൻ അക്കൗണ്ട്സ് കം അഡ്മിനിസ്ട്രേററീവ് ഓഫീസർ, ടെക്സ്ഫെഡ്
ap³ k I IcW ^m¡ Âddn sa¼À, C. ddn. kn., Xri iqÀ
sse^ sa¼À, `mcXob hnZym`h³
sNbÀam³, tIcf tIm þHm¸tdddoh Pkddok t^mdw
UbdISÀ, tIm þHm¸tdddoh Hu«ss k U GP³ kn
B ³d I ¬ kÄ«³dk,]pd\m«pIc, Xri iqÀ
sNbÀam³, F.]n.Fw. {Sm³ k t]mÀ« I¼\n enanäU, Xri iqÀ

{] km[I ³

sI. FÂ. sPbmw k
ap³ sNbÀam³, kÀ¡nÄ k I IcW bqWnb³, Xri iqÀ
ap³ sNbÀam³, Xri iqÀ tImÄsk bnÂ
tIm þHm¸tdddoh I ¬ kyqaÀ k tddmg k
ap³ F I kn Iyq«oh I½nddn sa¼À,
tIcf k tdddd tIm þHm¸tdddoh I ¬ kyqaÀ s^Utdj ³
{Sj dÀ, tIcf k tdddd AÀ_ ¬
tIm þHm¸tdddoh _m¦ k s^Utdj ³
sNbÀam³, Xri iqÀ AÀ_ ¬ tIm þHm¸tdddoh _m¦

hnem k §Ä

sI. Pn. i in	tPm¬ Fw. Nme ¡Â	sI. FÂ. sPbmw k
ISp¡m¸nÅn	t]mkdd B ^ok tdmU	IÃp«pgn hoS
taeqÀ]n. H.	]pd\m«pIc, Xri iqÀ	]dh«m\n, Xri iqÀ
]n³ 680 311	]n³ 680 551	]n³ 680 005

k l l c W
kÀ ¡ peÀ kaml mcW

k¼mZl ³
sl. Pn. i in

F UnddÀ
tPm ¬ Fw. Nme ¡ Â

{] km[l ³
sl. FÂ. sPbnwk

Sahakarana Sarkular Samaharam Malayalam

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a

k_llcW
{]Ø m\¯nsâ]nXmhmb
tdm_À« Hmhsâ a I \ob
k acWb ¡ p ap³]nÂ
Cu {KÙw k aÀ¸n¨p
s lmffp¶p .....

a

k llcW {]Ø m\s¯
cmj{S\nÀ½mWhpambn
_Ôn¸n¨ cmj{Sine]n ¡
{]Wmaw .....

DffS¡w

{]km[I ¡pdn¸

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{] km[I ¡pdn¸

k I IcW kwLw cPn k{SmdpsS kÀ¡pedpIÄ, kÀ¡mÀ D¯chpIÄ, I¯pIÄ F¶nhsb kmam\yambn k I IcW kwL §fpsS `cW \nÀh I W¯n\ k Imb Iamb \nÀt±i §Ä F¶p ]dbmw. k I IcW kwLw B Iäpw N« § fpw t ImSXn hn[n I fpw A \pkcn¨mW Cu \nÀt±i §Ä cPn k{SmÀ ImemIme § fnÂ ]pds¸Sphn¡p¶X. k I IcW kwL §Ä¡ Poh³ \Â Ip¶Xnepw A h bpsS{] hÀ¯\ §Ä P\m[n]Xy `cW IqS § fpsS പ്രഖ്യാപിത നയപരിപാടികളനുസരിച്ച് ജനക്ഷേമകരമായി വികസിപ്പിച്ചു കൊണ്ടു hcp¶Xnepw Cu \nÀt±i §Ä {] [m\ ]¦p hI n¡p¶p. Npcp¡¯nÂ k I IcW kwL § fpsS `cW \nÀh I W¯nÂ "I amâ saâ k" F¶ പോലെ യഥാവസരം പ്രയോഗിക്കപ്പെടേണ്ടതാണ് ഈ നിർദ്ദേശങ്ങൾ. അതേ സമയം kÀ¡pedpIÄ \nba hyh kYI fmbn Nn{XoIcn¡p¶Xp icnbÃ.

k I IcW amt\Psaâp Isf Ne\mXaIam¡p¶XnÂ k I IcW സർക്കുലറുകൾ മഹത്തായ സംഭാവനകൾ നൽകിവരുന്നുണ്ട് എന്നത് ഒരു h kXpXbmW. A\p`h § fpsS ASn kYm\¯nÂ A ]m IX I fpw ]mfn¨ I fpw കണ്ടു പിടിച്ച് ഭേദഗതികൾ വരുത്താനും റദ്ദാക്കാനും പുതിയ നിർദ്ദേശങ്ങൾ ]pds¸Sphn¡m\pw kÀ¡pedpI fpsS {k j Smhmb k I IcW kwLw cPn k{SmÀ kZm PmKcq I \msW¶X A`n I mayamW.

k I IcW kwL § fpsS `cW \nÀÆ I W¯nÂ C{Xt bsd {]m[m\yw സഹകരണ സർക്കുലറുകൾക്കുണ്ടെങ്കിലും അവയെ വിഷയാനുക്രമത്തിലും Imem\p{I a¯nepw ImtemNnXambn t{I mUo I cn¨ Hcp {K Ùw C¶p e`yaÃ. സഹകരണ സംഘം ആക്റ്റും ചട്ടങ്ങളും സംബന്ധിച്ച് ഇത്തരത്തിലുണ്ടായിരുന്ന കുറവ് ചില പ്രസാധകർ അടുത്ത കാലത്ത് ഏറെക്കുറെ പരിഹരിച്ചിട്ടുണ്ട്. സഹകരണ kÀ¡peÀ \nÀt±i §sf kw_ Ôn¨nSt¯mfw Cu Ipdh]cn I cn¡ s¸«n«nÃ. "k I IcW kÀ¡peÀ kam I mcw" F¶ Cu d^d³ k {K Ù¯nsâ {] kn²o I cWt¯msS Hcp]cn[n hsc Cu Ipdh]cn I cn¡ s¸Spsa¶mW Fsâ hn izmkw.

Cu {K Ù¯nsâ Is¿gp¯p {] Xnbpambn t I cf t I mþHm¸tdäoh Pkän k t^mdw sNbÀam³ {io tPm¬ Fw. Nme¡ epw t I mþHm¸tdäoh

ssdtägk t^mdw I¬ ho\À {io. sI.Pn.iinbpw tNÀ¶ {]km[ItPmen \nÀhln¨p XcWsa¶ Ft¶mS`yÀ°n¨ t¸mÄ Hcp Ffnb kllmcnsb¶ \nebnÂ henb Hcp AwKoImcw IqSnbmbn IcpXn {]km[I ZuXyw Rm³ ഏറ്റെടുക്കുകയാണുണ്ടായത്. ഞങ്ങൾ എല്ലാവരും കൂടി എടുത്ത Xocpam\{]ImcamW Nme¡pSnbnse \nÀ½e Hm^skä {]ntâgkns\ Cu {KÙ¯nsâ A¨SntPmen GÂ¸n¨X. B {]Ê Ahsc GÂ¸n¨ tPmen Xr]XnIcambn]qÀ¯oIcn¨]qÀ®ambpw R§tfmS kllcn¨XnÂ {]tXyIw IrXPRX tcJs¸Sp¯p¶p. tIcf P\Xípwaebmfnlfmb FÃm hmb\¡mÀ¡pw tIcf¯nse kllcW {]kYm\¯nsâ Ign ª \nch[n hÀjs¯ {]hÀ¯\w hmbn¨ hnebncp¯phm³ Cu {KÙw Imcyambn {]tbmP\s¸Spsa¶pw Rm³ hnizkn¡p¶p.

kllcW {]Xn_²XbpsS t]cnemW h³ sNehphcp¶ Cu _rlX് ഗ്രന്ഥം നഷ്ട സാധ്യതകൂടി മുന്നിൽക്കണ്ട് അച്ചടിച്ചു പ്രസിദ്ധീകരിക്കുന്നതിന് ഒരു Ffnb kllmcnbmb Rm³ X¿mdmbn«pffsX¶ hmb\¡mÀ Xncn¨dnbWw. എന്റെ പരിമിതികൾ ബോദ്ധ്യപ്പെട്ടുകൊണ്ട് "kllcW kÀ¡peÀ kamlmcw" F¶ Cu d^d³k {KÙw kllcW tIcf¯n\ kaÀ¸n¡m\pff Cu kwcw`s¯ kzmKXw sN¿psa¶ Rm³ {]Xymin¡s«.

Xr iqÀ **sI. FÂ. sPbnwk**
2001 \hw_À 20 **{]km[I³**

B apJw

t Icf `mjm C³ känäyq« {] kn²olcn¨ Fs³d BZy IrXnbmb "tIcf¯nse k I IcW {] Øm\"¯n\ k I Imcn IÄ, k I IcW hIp¸ DtZymK ØÀ, k I IcWw ssI Imcyw sN¿p¶ CXc hIp¸ DtZymK ØÀ, k I IcW kwLw Poh\ ¡mÀ, k I IcW hnZymÀ° n IÄ, kmaqly kmwk Imcn I {] hÀ¯ IÀ, XpS §nb hmb\ ¡mcnÂ \n¶pw B th i Icamb സ്വീകരണമാണ് ലഭിച്ചത്. അതിൽ നിന്നും പ്രചോദനമുൾക്കൊണ്ട് മുൻ പറഞ്ഞ hn`mK § Ä ¡ p ]pdta A`n`mj IÀ, P\{] Xn\n[n IÄ, sXmgnemfn kwLS\m {] hÀ¯ IÀ, hym]mcn hyh kmbn kwLS\m {] Xn\n[n IÄ, kmaqly kmwk Imcn I Øm] \ § fnse {] hÀ¯ IÀ, D] t`màr kwLS\m {] hÀ¯ IÀ, k I IcW Kth j W {] hÀ¯ IÀ, k I IcW hnI k\ taJebnÂ {i ² tI{µo Icn ¡p¶ cmj {Sob {] k Ym\ § Ä, k I IcW kÀÆo k kwLS\ IÄ, Xt±i kzbw `cW k Ym] \ § Ä XpS §n k I IcW taJebpambn _Ôs¸«p hcp¶ kak X hn`mKw B h i y ¡ mcptSbpw ssI I fnte í Hcp B [n Imcn I k I IcW d^d³ k {K Ùw X¿mdm ¡n kaÀ¸n ¡ p I F ¶ \nÝbZmÀ Vyt¯ mss Ign ª GXm\pw hÀ j § fmbn Rm³ {] hÀ¯n¨p hcn I bmbncp¶p. Cu kZpZya¯n\p D] tZ i I \mbpw Cu]p kXI¯ mfp I fpsS k¼mZI \mbpw hni I e\ k I mbnbmbpw{] hÀ¯n¨ t ImþHm¸ tdäoh ssdtäg k t^mdw I ¬ ho\À{i os I. Pn. i i n A hÀ I tfmSpw ഈ സംരംഭം വിജയിക്കണമെന്ന് ആത്മാർത്ഥമായി ആഗ്രഹിച്ചുകൊണ്ട് Ft¶ mssm¸w IÀ½ \ncX\mbn{] km[I ZuXyw GsäSp¯ Xr i iqÀ AÀ_ ¬ t ImþHm¸ tdddoh _m¦ enanäUnsâ sNbÀam\pw e Ï{] Xn j T k I Imcnbpamb {io s I. FÂ. sPbnwk AhÀ I tfmSpw {]uVKw`ocamb Hcp AhXmcn I FgpXn¯ ¶ Cu {KÙs¯ k I IcW {] Øm\¯n\ ]cnNbs¸Sp¯nb kwØm\s¯ ap³ k I IcW kwLwcPnk{Smcpw Imen ¡ ä kÀÆI emime ap³ sshk Nm³ kedpw kmwk Imcn I cwKs¯ AXn Imb \pamb {io Sn. F³. PbN{µ³ AhÀ I tfmSpw "k I IcW kÀ ¡ peÀ kam Imcw" F¶ {KÙ¯nsâ FUnäÀ F¶ \nebnÂ Fsâ \nÊoaamb IrX Ú X BZyambn ChnsS tcJs¸Sp¯s«.

Hcp k I IcW kwLw Bcw`n ¡ p¶Xp apXÂ kam]Xo IcWw \S¯p¶Xp hscbpff L« § fnÂ A´Àt±iob k I IcW XXz§ fpw \½psS kwØm\¯p _m[Iamb k I IcW \nba § fpw A\p_Ô

നിയമങ്ങളും അനുസരിച്ച് അനുവർത്തിക്കേണ്ട ഭരണ നിർവ്വഹണ നടപടികളുടെ {]tbmKX{´w bmYmÀ° yam¡n Bhnjvlcn¡s¸«XmW Cu cN\bnse DffS¡w. kllcW kwLw cPnk{SmcpsS kÀ¡pedpIÄ, kÀ¡mÀ D¯chpIÄ, I¯pIÄ F¶nh kµÀt`mNnXambn kllcW amt\PpsaâmÂ {]tbmP\s¸Sp¯pt¼mÄ am{Xta GsXmcp kllcW Øm]\¯n\pw apt¶m«p t]mIm³ Ignbq F¶ kllcW {]Øm\hpambn _Ôs¸«p {]hÀ¯n¡p¶hÀ¡p {]tXylIn¨p kllcW amt\PpsaânÂ {i² tI{µolcn¡p¶hÀ¡p A\p`h§fpsS ASnØm\¯nÂ t_m²yamIpw. Cusbmcp Aht_m[¯nÂ \ിലയുറപ്പിച്ചുകൊണ്ട് അടുക്കും ചിട്ടയോടും കൂടി _Ôs¸« hnjbw]mIs¸Sp¯n]IÀ¶p \ÂIpIsb¶ {iaIcamb ZuXyamW R§Ä \nÀÆln¨n«pffX.

Hcp kllcW kwL¯nsâ {]hÀ¯\w \S¯p¶Xn\p AXnse Hmtcm കാര്യപരിപാടിക്കും ബാധകമാക്കപ്പെടേണ്ട സഹകരണ സംഘം രജിസ്ട്രാരുടെ \nÀt±i§fS§nb kÀ¡pedpIfpw kÀ¡mÀ D¯chpIfpw I¯pIfpw _Ipam\s¸« tIlmSXnIÄ AXmX Ahkc§fnÂ]pds¸Sphn¨ hn[n\ymb§fpw kllcW kwLw \nba hyhØIfpw ka{Kambn]cnti m[n¡pIbpw hni le\wsN¿pIbpw Bhiyam W. CXnÂ kllcW kwLw \nba§fpw tIlmSXn hn[nIfpsS kw£n]Xhpw DÄs¡mffp¶ Nne]pkXI§Ä C¶p hn]WnbnÂ e`yamsW¦nepw Ahtbms Sm¸w tNÀ¯p പരിശോധിക്കുകയും വിശകലനം ചെയ്യുകയും പ്രയോഗിക്കപ്പെടുകയും ചെയ്യേണ്ട Hcp kÀ¡peÀ {KÙw C¶p hn]WnbnÂ e`yaÃ. X·qew kllcW രംഗവുമായി ഇടപെടേണ്ടി വരുന്നവർക്കു വന്നു ചേർന്നിരിക്കുന്ന വിഷമതകളും IjS¸mSpIfpw kln¡mhp¶Xntesdbm W. kllcW kwL§fpsS `cW നിർവ്വഹണത്തിനു ഇതുവഴിയുണ്ടാകുന്ന പ്രതിബന്ധങ്ങൾ സഹകരണ പ്രസ്ഥാനത്തിനു പൊതുവേ ദോഷകരമായി ബാധിച്ചു വരുന്നുമുണ്ട്. ഈ തടസ്സങ്ങളെ km[yamhp¶nSt¯mfwX«namäpIsb¶ t_m[]qÀÆamb ]cn{iaw"kllcW kÀ¡peÀ kamlmcw" F¶ {KÙw \nÀÆln¡p¶Xmbn hmb\¡mÀ¡ A\p`hs¸Spsa¶p Rm³ IcpXp¶p.

kllcW kwL§fpsS `cW kanXnbpw AwK§fpw Poh\¡mcpsS kwLSnX kaql hpw X½nÂ sFIyw \ãs¸Sp¶ ]e kw`h§fpw kwLw തലത്തിലും വകുപ്പുദ്യോഗസ്ഥ തലത്തിലും പ്രശ്ന പരിഹാരത്തിനെത്താറുണ്ട്. At¸msfÃmw AhchÀ¡p t_m[yapff kllcW hIp¸nse DtZymKØ ta[mhnIfpsS A`n{]mb§fmbncn¡pw hyXyØ hn`mK§Ä apJhnesíSp¡p¶X. B DtZymKØ ta[mhnIÄ kz´w Xmåcytam I£ncm{ãob hnt[bXztam A\pkcn¨ Bhiyamb kÀ¡pedpIÄ, kÀ¡mÀ D¯chpIÄ, I¯pIÄ XpS§nbh \nc¯n A`n{]mbw cq]s¸Sp¯pIbpw Ah _Ôs¸«hcnÂ ASnt¨ån¡pIbpw sNbXp hcp¶Xmbn ImWp¶Xpw Akm[mcWaÃ. kllcW kwL§fpw kllcW hIp¸pw X½nepff

_ Ôw inYneam Imt\ Cu \S]SnIÄ D] Icn¡q. kllmcnIfpw kllcW kwLwPoh\¡mcpw kllcW hIp¸ptZymK Øcpw X½nÂ kuImÀ±]chpw sa¨s¸«Xpamb {]hÀ¯\w ImgN híp¶Xn\ Cu {KÙw Gsd സഹായകരമായിരിക്കുമെന്ന് എനിക്കു വിശ്വാസമുണ്ട്.

hnIeamb Bib hn\nabw kwLÀj¯n\pw hnZqcaÃm¯ `mhnbnÂ B{IaW¯n\pt]mepw hgnhíp¶ kw`h§Ä kllcW taJebnÂ DbÀ¶p hcnI hncfaÃ. kwL§fnteí AwK§sf tNÀ¡Â, `cW kanXn sXcs ª Sp¸, s]mXptbmKw, P]Xn \S]SnIÄ, Poh\¡mcpsS \nba\w, At\zjW¯n\pw BUnän\pw tijapff XpSÀ\S]SnIÄ XpS§nb kwLÀj`cnXamb kw`h§Ä¡p kllcW hIp¸ptZymK Øcpw kwLw ജീവനക്കാരും ഭരണസമിതി അംഗങ്ങളും സാക്ഷികളാകേണ്ടി വരാറുണ്ട്. ഇത്തരം kmlNcy§fnÂ _Ôs¸«hÀ X½nÂ Bib hn\nab¯nsâ kpXmcyamb ]mX hgn A\pcRP\¯nsâ kZ^ew A\p`hthZyam¡m³ Cu cN\ íp IgnbpÍX Hcp {]tXyIXbmbn hmb\¡mÀ Xncn¨dnbpsa¶p R§Ä {]Xo£n¡p¶p.

kllcW kwLw cPnk{SmÀ]pds¸Sphn¡p¶ kÀ¡pedpIÄ, kÀ¡mÀD¯chpIÄ, I¯pIÄ F¶nh IqSnhkXp\nj Tambn A]{KYn¨pw hymJm\n¨pw kllcW Øm]\§fpsS amt\PpsaânÂ ^e{]Zambn D]tbmKn¡p¶Xp hgn am{Xta kllcW {]Øm\w aptJ\ GsXmcp P\m[n]Xy `cWIqShpw hn`mh\wsN¿p¶ kmaqIy\·ssIhcn¡m\mIq. sXcs ª Sp¡s¸Sp¶ `cWIqS§Ä¡ kllcW \bhpw]cn]mSnIfpw ImtemNnXambn Bhnj Icn¡m³ Hcpssl¯m§mbnCu IrXn F¡mehpw {]tbmP\s¸Spsa¶pw {]Xymin¡p¶p.

പൊതു മേഖലയോടും സ്വകാര്യ മേഖലയോടും മത്സരിച്ചുകൊണ്ടു മാത്രമേ ഇന്നത്തെ സഹകരണ സ്ഥാപനങ്ങൾക്കു പ്രവർത്തന വിജയം കണ്ടെത്താനാകൂ F¶ hkXpX BZcWob kllmcnIÄ a\Ênem¡nbncn¡psa¶p IcpXp¶p. kllcW kwL§Ä¡p Ip¯ Ibmbn amdp¶ Hcp taJebpw B[p\nI kllcW {]Øm\¯nÂ Ahtijn¡psa¶p tXm¶p¶nÃ. Cu]cnX ØnXnbnÂ aÕcm[nj TnXambn Xs¶ kllcW Øm]\§fpsS \S¯n¸nepw \nb{´W¯nepw Bhiyamb Úm\hpw {]tbmK£aXbpw ssIhcn¡m³ Cu{KÙwHcp amÀ¤ZÀinbmbn kllmcnIÄ¡ A\p`hs¸Spw.

_ncpZ Xe¯nepw Unt¹ma Xe¯nepw kllcW hnZym`ym khpw]cnioe\hpw]qÀ¯nbm¡p¶ hnZymÀ°nIfpsS hmNm]co£Ifnepw XpSÀ¶p sXmgnet\zjWt¯mS\p_Ôn¨ F®aä]co£Ifnepw IqSn¡mgNIfnepw “kllcW kÀ¡peÀ kamlmcw” Hcp kzbw k©mc amÀ¤Zo]ambn A hÀs¡m¸w \S¶p \o§pw.

k l IcW taJebnse tIÊpIÄ ssIImcyw sN¿p¶ A`n`mj IÀ, Poh\ ¡mcpsS {] i\§Ä GsäSp¡p¶ sXmgnemfn kwLS\m{]hÀ¯ IÀ, k l IcW amt\Ppsaânsâ kmaqly{]Xn_²Xtbbpw kmaqly\· tbbpw kmwkIImcnI Xe¯nse{]tbmP\§tfbpw Ipdn¨ Adnbm³ Xmåcyapff hÀ, {KÙ imeIfpambn _Ôs¸«p hmbn¨p hepXmIm\m{KIn¡p¶ hÀ XpS§nb hnhn[hn`mK§Äs¡Ãmw k l ImcnIÄs¡ ¶ t]mse Cu {KÙw AXntâXmb kw`mh\IÄ \ÂIpsa¶mW Fsâ kpNn´nXamb A`n{]mbw.

“k l IcW kÀ¡peÀ kamIImcw” AdnhpIfpsS hn\nab¯nte ípIS¶p hcp¶ Hcp \hmKX\mW. ssh Ú m\nI kmInXy imJbnÂ AXn\p ചെറിയൊരു ഇടം കണ്ടെത്താനാവുമെന്നു ഞാൻ പ്രത്യാശിക്കുന്നു. FÃm¯nepap]cn k l IcW{] Øm\¯nÂ kPohXzw hfÀ¯nsbSp¡m³ Cu{KÙw hmb\¡mÀ¡p{]tbmP\s¸Spw. hn Ú m\ tIcfhpw k l IcW കേരളവും രണ്ടു കൈകളും നീട്ടി ഈ രചനയെ സ്വീകരിക്കുകയും t{]mÕmIn¸n¡pIbpw sN¿Wsa¶ hn\bm\znXcmbn R§Ä A`yÀ°n¡p¶p. hmb\¡mÀ¡p R§fpsS Du jfamb k l IcWm`nhmZ\§Ä.

kt\l]qÀÆw

k l IcW{] Øm\¯nÂ Xm¦tfmsSm¸apff k l Imcn

XrÈqÀ
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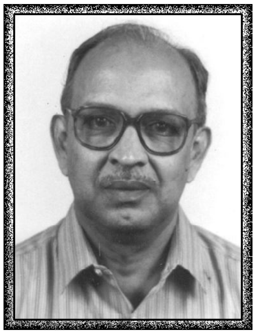
tPm¬ Fw. Nme¡Â
F UnäÀ



AhXmcnI

tIcf¯nÂ Bg¯nÂ thcq¶nbn«pff H¶mWv k lIcW{]kYm\w. P\\w apXÂ acWw hscbpff kakvX PohnXtaJeIfnepw klIcW
പ്രസ്ഥാനം അതിന്റെ സാന്നിദ്ധ്യം അനുഭവ വേദ്യമാക്കിയിട്ടുണ്ട്. പണം വായ്പ,
ImÀjntImÂ¸¶ §fpsS DÂmZ\hpw D]t`mKhpw hn]W\hpw hnXcWhpw,
ക്ഷീരവികസനം, മത്സ്യബന്ധനം, കൈത്തറി നെയ്ത്ത്, ബീഡി കല്ലൊര കശുവണ്ടി
hyhkmb§Ä, A¨Sn, hnZym`ymkw, kmaqlyt£aw, acWm\´c klmbw,
സാഹിത്യം എന്നിങ്ങനെ അറിയപ്പെടുന്ന ഏതാണ്ടെല്ലാ കർമ്മമണ്ഡലങ്ങളിലും
കേരളത്തിൽ സഹകരണ പ്രസ്ഥാനം കടന്നുചെന്നിട്ടുണ്ട്.

kzX{´amb kwLS\m coXnbpw Xpd¶ AwKXzhpw P\m[n]Xy]camb `cWhpw kzm{ibXzhpw ]ck]c klIcWhpw A\p`h \oXnbpw B[mcineIfmbpff klIcW{]kYm\w P\m[n]Xy hyhkYbpsS Xs¶ \ne\nÂ¸n\v Hgn¨pIqSm³ h¿m¯XmWv. P\§fpsS kmaqlnI `{ZXbpw kam[m\]camb PohnXhpw Dd¸p hcp¯m³ cmj{Sob P\m[n]Xyw; km¼¯nI P\m[n]Xyw Dd¸phcp¯m³ klIcW{]kYm\wþA§s\ klIcW {]kYm\w P\m[n]Xy hyhkYbpsS Ahn`mPy LSIambn¯ocp¶p.

C´ybnse H¶mas¯ klIcW \nbaw \S¸nÂ h¶Xv 1904 emWv. 1912 ൽ രണ്ടാം സഹകരണനിയമം നടപ്പിൽ വരുന്നതിനു മുൻപുതന്നെ,]nÂ¡me¯v tIcf kwkYm\¯nsâ `mKambn¯oÀ¶ aZncmin {]hniybnse ae_mÀ PnÃbnÂ klIcW{]kYm\¯nsâ _oPmhm]w \S¶p Ignªncp¶p. 1909 Â C¶s¯]me¡m«p PnÃbnse I®{¼bnembncp¶p BZys¯ klIcW kwLw cq]saSp¯Xv. sIm¨nbnÂ 1913 Â FSh\¡mSnÂ cq]oIrXamb {]mYanI klIcW kwLambncp¶p BZyt¯Xv. XncphnXmwIqdnemIs«, 1916 Â kYm]nXamb sk³{SÂ tImþHm¸tdäohv _m¦mWv BZys¯ klIcWkwLw. XncphnXmwIqÀ sIm¨n kwtbmP\¯n\ptij w 1952 Â XncphnXmwIqÀ sIm¨n klIcW\nbaw \nehnÂ h¶p. 1956 Â tIcf kwkYm\w
രൂപവൽകൃതമായെങ്കിലും ഏകീകൃത സഹകരണ നിയമമുണ്ടാകാൻ 1969 വരെ
കാത്തിരിക്കേണ്ടി വന്നു. 1969 മേയ് 15 ന് പ്രാബല്യത്തിൽ വന്ന 1969 ലെ 21–ാമത

tIcf k l IcW kwLw \nbaw]pXnsbmcp k l IcW bpK¯nsâ XpS¡w hnfw_cw sN¿p¶Xmbncp¶p. A hnS¶t§m« k l IcW {] kYm\w ജനജീവിതത്തിന്റെ ഏതാണ്ടെല്ലാ കർമ്മപഥങ്ങളിലും വ്യാപിക്കുകയായിരുന്നു; സപ്തവർണ്ണാങ്കിതമായ കൊടിക്കൂറ നാട്ടിക്കൊണ്ട്.

1969 se tIcf k l IcW kwLw \nba¯nse {] [m\s¸« Hcp hyh kY kwL §fpsS _m[yX A]cnanXambncp¶X]cnanXs¸Sp¯nbXmbncp¶p. 1999 Â \S¸nÂ h¶ t`ZKXn I f \pkcn¨ Xt±i kzbw`cW kYm] \ §Ä ¡ അംഗത്വം, പ്രാഥമിക വായ്പാ സംഘങ്ങൾക്ക് ഡെപ്പോസിറ്റ് ഗാരണ്ടി, സഹകരണ hnI k \ t£a\n[nbpsS cq]oIcWw, kzX{´ sXcs ª Sp¸ I½oj ³, thdn« B Unäp hn`mKw, k l IcW]co£m t_mÀU XpS§nb]cnj¡mc§fpw രൂപം കൊണ്ടു.

tIcf¯nse k l IcW{] kYm\¯nsâ hfÀ¨ {it² bamW. 1946 Â കേരളത്തിലൊട്ടാകെ 1669 സഹകരണ സംഘങ്ങളാണുണ്ടായിരുന്നത്. 1999 ൽ എണ്ണം 11690 ആയി. അംഗത്വം രണ്ടു ലക്ഷത്തിൽ നിന്ന് രണ്ടരക്കോടിയായി ഉയർന്നു. Hm l cn aqe[\w 32 e £ wcq] bnÂ \n¶ 936 t I mSnbmbn hfÀ¶p. {] hÀ¯\ മൂലധനമാകട്ടെ 92 ലക്ഷം രൂപയായിരുന്നത് 16146 കോടിയായി. ഏതാണ്ട് A hn i z k \obamb hfÀ¨ Xs¶ !

1969 se k l IcW kwLw \nbaamW C¶pw tIcf¯nse k l IcW {] kYm\¯nsâ B [n Imcn I amb \nbatcJ. AX\pkcn¨p]pds¸Sphn¨n«pff k l IcW kwLw N« §Ä thsd. \nba¯ntâ bpw N«§ fptSbpw t`ZKXn IÄ kam I cn¨p tcJs¸Sp¯n h¨mÂ am{Xta k l IcW kwL §Ä ¡pw k l I mcn IÄ ¡pw kwL §fnse B bnc¡W¡n\ Poh \ ¡mÀ ¡pw ^e{]Zambn {] hÀ¯n¡m³ Ignbq.

\nbaw, N«§Ä F¶nh¡p]pdta `cW Xe¯nepff \nÀt±i §Ä (Executive Instructions) IqSn tNÀ¶mte \nbahyh kY ]qÀ®amIq. A h D] \nbaw (Subordinate Legislation) F¶ t]cnednbs¸Sp¶p. \nbat¯ ¡mfpw N«§tf ¡mfpap]cnbmbn k l IcW {] kYm\¯n\ Poh³ \Â Ip¶Xpw A Xnsâ {] hÀ¯ \ §Ä ¡ aqeyhpw im´nbpw t im`bpw \Â Ip¶Xpw \nbaa\pkcn¨p, N«§Ä ¡ \pkrXambn kÀ¡mÀ]pds¸Sphn¡p¶ D¯chp I fpw k l IcW kwLw cPn k{SmÀ Imem Ime§ fnÂ]pds¸Sphn¡p¶ \nÀt±i §fpamW. C¯cw B bnc¡W¡n\ \nÀt±i §Ä പുറപ്പെടുവിക്കപ്പെട്ടിട്ടുണ്ട്. "kÀ¡peÀ" BW A hbpsS km[mcW cq]w. Nnet¸mÄ I¯pI fpsS cq]¯nepw A h {]Xy£s¸Sp¶p.

\nba¯nÂ hcp¶ t`ZKXn IÄ IpdhmW. N«§ fnÂ hcp¶ amä§ fpw ]pXnb N«§ fpw F®¯nÂ \nba t`ZKXn I tf ¡mÄ IqSpw. kÀ¡pedp I fm I s« \nch[nbmW. k l IcW kwLw cPn k{SmÀ¡ A h A \mbmkw]pds¸Sphn¡m³ Ignbpw F¶XmW A Xns\mcp{] [m\ ImcWw.

kwL § fpsS ssZ\wZn\ {]hÀ¯\§Ä¡ Gähpw {][m\amW kÀ¡pedpIÄ. Ahí, Ah DÄs¡mffp¶ \nÀt±i§Ä¡ {]tbmK£aX ssIhcp¶X {]mYanI Xe¯nepff kwL§fnemW. AhsbÃmw A¡an« thÀXncn¨ kq£n¡p¶ hnZK²cnsÃ¶nÃ.]t£ A¯cw ti Jc§fpsS KpW^e§Ä, {]mYanI kwL Xe¯nÂ A\p`h thZyam¡pI Ffp¸aÃ.

A¯csamcp alm kwcw`amW "kl IcW kÀ¡peÀ kaml mcw". k¼mZI\mb sI.Pn. iinbpw FUnäÀ tPm¬ Fw.Nme¡epw{] km[I\mb sI.FÂ.sPbnwkpw tNÀ¶ cq]w \ÂInb Cu _rlX {KÙw klIcW {]kYm\¯nsâ thZ]pkXIambn IW¡m¡mhp¶XmW.

hnj bm\p{Ia¯nemW kÀ¡pedpIfpw D¯chpIfpw t{ImUoIcn¨n«pffX. "cPnkt{Sj \pwss_em t`ZKXn"bpamW BZy hnj bw. തുടർന്ന് സംഘങ്ങളുടെ നടത്തിപ്പ്, തെരഞ്ഞെടുപ്പ്, ഫണ്ടുകളുടെ നിക്ഷേപം, B Unä, aäp \nba]camb IÀ¯hy§Ä klIcW Poh\¡mcyhpw Poh\¡mÀ¡pff cPnk{SmdpsS \nÀt±i§fpw, klIcW kwL§fnse Poh\¡mcyw, kwL§fpsS s]mXp `cWw, hym]mc{]hÀ¯\§Ä F¶o ioÀj I§fnemW kÀ¡pedpIÄ kÖoIcn¨ncn¡p¶X. sXmffmbnct¯mfw t]PpIfpff Cu henb {KÙ¯nsâ {]tbmK£aX hÀ²n¸n¡p¶XmW പുസ്തകാന്ത്യത്തിലുള്ള രണ്ട് സൂചികകൾ. ആദ്യത്തേത് വിഷയങ്ങളുടെ ക്രമം പാലിക്കുന്നു. രണ്ടാമതു സൂചികയിൽ സർക്കുലർ നമ്പറുകൾ കാലാനുക്രമത്തിൽ tcJs¸Sp¯nbncn¡p¶p. 1969 apXÂ 2001 hscbpff 33 hÀj¡mes¯ 453 kÀ¡pedpIfmW t{ImUoIcn¨n«pffX. 1960 apXÂ 2001 hscbpff 42 വർഷക്കാലത്തെ 90 സർക്കാർ ഉത്തരവുകളും കത്തുകളും വേറെയുമുണ്ട്.

klImcnIÄ¡pw klIcW hIp¸ptZymKkY³amÀ¡pw klIcW kwLwPoh\¡mÀ¡pw AXy´w{]tbmP\Icamb Cu]pkXIw klIcW {]kYm\hpambn _Ôapff, AXnsâ {]hÀ¯\¯nÂ XmÂ¸cyapff FÃmhÀ¡pw Hgn¨p IqSm\mIm¯ Hcp d^d³k {KÙamW. AXnsâ \nÀ½mXm¡sf F{X A`n\µn¨mepw A[nIamIpsa¶ tXm¶p¶nÃ.

Sn. F³. PbN{µ³ sF. F. Fk.(dn«tbÀU)

Xncph\´]pcw **ap³ klIcW kwLwcPnk{SmÀ &**

2001 \hw_À 19 **ap³ Imen¡ä bqWnthgknän ssh kNm³ keÀ**

cPn k t{S j \pw ss _ tem t`ZKXn bpw

cPn k t{S j \pw ss _ tem t`ZKXn bpw

\¼À kn. F k. 1/25210/69 k l IcW kwLw cPn k{SmÀ B ^o k Xncph \´]pcw, 1970 P\phcn 1

kÀ ¡peÀ \¼À 6/70

hn j bw: **k l IcW kwL § fnse]W¨paXe kw_ Ôn¨ .**

]e kwL § fnepw \ne hnepf f \nbamhen{] Imcw]W¨paXe സംഘം പ്രസിഡണ്ടിലോ ഭരണസമിതി തിരഞ്ഞെടുത്ത ഖജാൻജിയിലോ ആണ് \n £ n] Xambncn ¡ p¶ X. thX\w]Áp¶ s k{I«dnamtcm amt\PÀamtcm Dff kwL § fnÂ]W¨paXe B DtZymKk Y³ amcnÂ \n £ n] X ambncn ¡ psa¶ 1969þse t Icf k l IcW kwLw dqÄ k 47þmw h Ip¸ A \p imkn ¡ p¶ p.

dqÄ k {] kn²oIcn¨ XobXn apXÂ taÂ¸d ª hyh kY {]m_ey¯nÂ h¶pIgn ª ncn ¡ p¶ Xn\mÂ kwL § fpsS \nbamhenbnÂ 47þmw \¼À dqÄ A \pkcn¨pf f t`ZKXn IÄ hcp¯ Wsa¶ XmÂ¸cys¸Sp¶ p.

K. Krishnan Nambiar
k l IcW kwLw cPn k{SmÀ

No. V2-63440/82 Office of the Registrar of Co-operative Societies, Trivandrum, Dated 16-11-1982.

CIRCULAR No.51/82

Sub: **Amendments to Bye-laws of Co-operative Societies-Rejection there of-observing provisions laid down in sub section(4) of section 12 of KCS Act regarding.**

Ref: **HG(2)37801/82 dated, 22-10-1982.**

An instance has come to the notice of the Registrar of Co-operative Societies a Joint Registrar while registering the amendment to the bye-laws of a society rejected certain amendment without assigning any reason. This is irregular. The attention of all the Joint Registrars is drawn to sub section (4) of section 12 of the Co-operative Society Act in which it is laid down that where the Registrar refuses to register an amendment of the bye-laws of a society, he shall communicate the order of refusal, together with the reasons therefore, within seven days of the order to the society.

k l IcW kÀ¡peÀ kaml mcw

Joint Registrars are requested to strictly adhere to the above provision while rejecting the amendments.

The receipt of this circular shall be acknowledged.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.V (2)41162/83 — Office of the Registrar of Co-operative Societies, Trivandrum, 89-1983

CIRCULAR No. 49/83

Sub: **Keeping the registered bye-laws with up-to- date amendments in tact- Instructions issued.**

It has come to the notice of the Registrar that the registered bye-laws of societies with up-to-date amendments are not being properly kept in the office of the registering authorities. As per rule 11(2) of the rules framed under the K.C.S. Rules, it is the statutory duty of the registering authority to keep the registered bye-laws and its amendments in tact. The Joint Registrars are therefore requested to see that all the bye-laws of the societies registered are kept in their offices arranged serially in the order of its register number after filing the upto date amendments in the concerned bye-laws.

The Joint Registrars will acknowledge receipt of this circular immediately. Action taken in this regard will also be reported.

K. M. Balakrishnan
Registrar of Co-operative Societies

\¼À Pn. 4316/86. — k l IcW kwLw cPnk{SmÀ B^okv Xncph\´]pcw, 1986 s^{_phcn, 5

kÀ¡peÀ \¼À 7/86

hnjbw: **k l IcW kwL § fpsS cPnkt{Sj \pw \nbamhenbpsS t`ZKXnbpwþ XÂ kw_ Ôamb hnhc§Ä k l IcW N«w 11þÂ \nÀt±i n¨ncn ¡p¶ {]I mcw 4þmw \¼À ^md¯nÂ FgpXn kq£n ¡Âþ \nÀt±iw \eIp¶p.**

1969þse tIcf k l IcW N«§fnse 11þmw N«a\pkcn¨v k l IcW kwL §Ä cPnkäÀ sN¿pt¼mgpw A h bpsS \nbamhen t`ZKXn

cPnkt{Sj \pwss_tem t`ZKXnbpw

cPnkäÀ sN¿pt¼mgpw XÂkw_ Ôamb hnhc§Ä {]kXpX N«¯nÂ \nÀt±in¨ncn¡pw t]mse 4þmw \¼À ^md¯nÂ Dff Hcp cPnkädnÂ FgpXn സൂക്ഷിക്കേണ്ടതാണ്. എന്നാൽ അതിപ്രധാനമായ ഈ രജിസ്റ്റർ പല ജോയിന്റ് രജിസ്ട്രാർ ആഫീസുകളിലും വേണ്ടവിധത്തിൽ എഴുതി സൂക്ഷിച്ചുവരുന്നില്ലെന്ന് tPmbnâ cPnk{SmÀamcpsS B^okpIfpsS]cnt im[\bnÂ t_m²ys¸«ncn¡p¶p. tPmbnâ cPnk{SmÀ B^okpIfnÂ 4..mw \¼À ^md¯nÂ ഒരു രജിസ്റ്റർ എഴുതി സൂക്ഷിച്ചു വരുന്നുണ്ടെങ്കിലും അതിൽ എല്ലാ കോളങ്ങളും CÃm¯XmsW¶p ImWp¶p. Nne . tPmbnâ cPnk{SmÀ B^okpIfnÂ kwL¯nsâ \nbamhenbpsS t`ZKXnsb kw\_Ôn¨pff hnhc§Ä 4þmw \¼À ^md¯nepff cPnkädnÂ tcJs¸Sp¯n ImWp¶nÃ. AXn\ ]Icw \nbamhenbpsS t`ZKXnsb kw_Ôn¨ hnhc§Ä asämcp cPnkädnÂ \nbamhen t`ZKXn cPnkäÀ sNbXp hcp¶ {Iaa\pkcn¨p tcJs¸Sp¯n hcp¶Xmbn ImWp¶p. CXp ImcWw Hcp kwL¯nsâ \nbamhenbnÂ എന്തെങ്കിലും ഭേദഗതി വരുത്തിയിട്ടുണ്ടോയെന്നു പെട്ടെന്ന് കണ്ടുപിടിയ്ക്കുവാൻ IgnbpIbnÃ. t`ZKXn hnhcw tNÀ¯ cPnkäÀ BZyw apXÂ Ahkm\w hsc മറിച്ചു നോക്കേണ്ടി വരുന്നു. തൻമൂലം രജിസ്റ്റർ എന്തിനുവേണ്ടി സൂക്ഷിക്കുന്നോ B Dt±iwXs¶ CÃmXmIp¶p. Hcp kwL¯nsâ cPnkt{Sj³, \nbamhen t`ZKXnIfpsS cPnkt{Sj³, enIzntUj³,D¯chpIfpsS hnhc§Ä F¶nh 4..ാം നമ്പർ ഫാറത്തിലുള്ള ഡേ രജിസ്റ്ററിൽ തന്നെ സൂക്ഷിക്കേണ്ടതാണ്. രജിസ്റ്റർ, _bâ sNbX kq£n¡m¯Xpaqew cPnkädnse t]PpIÄ Iodn t]mbncp¶Xmbpw ImWp¶p. taÂ {]kXmhn¨ncn¡p¶ kmINcy¯nÂ Xmsg]d ª ncn¡p¶ \nÀt±i§Ä]pds¸Sphn¨psImffp¶p.

1. FÃm tPmbnâ cPnk{SmÀamcpw 1969..se tIcf k I IcW N«§fnse 11þmw N«¯nÂ \nÀt±in¨ncn¡p¶Xpt]mse 4þmw \¼À ^md¯nÂ tImf§fnÂ bmsXmcp hyXymkhpw hcp¯msX kwLw cPnkt{Sj³,\nbamhen t`ZKXnIfpsS cPnkt{Sj³, enIzntUj³ ഉത്തരവുകൾ എന്നീ വിവരങ്ങൾ എഴുതി സൂക്ഷിക്കേണ്ടതാണ്. എല്ലാ tImf§fnepw Bhiys¸«n«pff hnhc§Ä tcJs¸Sp¯nbncní Ww. നിർദ്ദിഷ്ട കോളങ്ങളിൽ ജോയിന്റ് രജിസ്ട്രാറുടെ ഒപ്പടയാളം വയ്ക്കേണ്ടതുമാണ്.

2. t`ZKXnsb kw_Ôn¨pff hnhc§Ä 4þmw \¼À ^md¯nepff AtX രജിസ്റ്ററിൽ നിശ്ചിതയിടത്തിൽ തന്നെ രേഖപ്പെടുത്തേണ്ടതാണ്. ഇതിനായി പ്രത്യേക രജിസ്റ്റർ സൂക്ഷിക്കേണ്ടത് ആവശ്യമില്ല.

3. കൂടെക്കൂടെ കൈകാര്യം ചെയ്യേണ്ടതും സ്ഥിരമായി സൂക്ഷിക്കേണ്ടതുമായ cPnkäÀ BIbmÂ (4þmw \¼À ^md¯nepff cPnkäÀ) CX A¨Sn¨ ശരിയായി ബയന്റ് ചെയ്തു സൂക്ഷിക്കേണ്ടതുമാണ്.

k I IcW kÀ ¡ peÀ kam I mcw

4.]pXpXmbn Hcp kwLw cPnkäÀ sNbXp Ign ª mÂ cPnkäÀ sN¿Â e`n¨ At] £ bpw A \p_ Ô § fpw ss_ embpw DÄs¸sSbpff ഫയലിൽ തീർപ്പാക്കി പ്രത്യേകം സൂക്ഷിക്കേണ്ടതും തുടർന്നുണ്ടാകുന്ന ഭേദഗതികൾക്ക് ഈ ഫയലിൽ ചേർക്കേണ്ടതുമാണ്. ബൈലാ ഭേദഗതിയെ kw_ Ôn¨ ^bÂ XoÀ¸ ap¼ t`ZKXn sNbX ss_ embpsS] IÀ¸ ഈ ആർ. ഡിസ്. ഫയലിൽ ചേർത്തു എന്ന് ഉറപ്പ് വരുത്തേണ്ടതാണ്.

sI. hn. IcnIrjW³ \mbÀ
k I IcW kwLw cPnk{SmÀ

\¼À Pn. 19317/86. k I IcW kwLw cPnk{SmÀ B ^ok Xncph\´]pcw, 1986 Pp¬ 27

kÀ ¡ peÀ \¼À 24/86

hn j bw: **സഹകരണസംഘങ്ങൾ-ഭരണസമിതി തെരഞ്ഞെടുപ്പിനുവേണ്ടി s]mXptbmKw hnfn¨pIq«Âþ AwK § Ä ¡ t\m«ok \Â Ip¶X Zn\¸{X ¯nÂ]ckyw sN¿p¶Xnte ¡ mbn ss_ em t`ZKXn sN¿p¶X kw_ Ôn¨ \nÀt±iw \Â Ip¶p.**

kqN\: **kÀ ¡ mcnsâ 13þ11þ1985se Fw.F k.\¼À 12/85 t ImþHm¸ \¼À hn Ú m]\w.**

kqN\bnÂ ImWp¶ hnPRm]\w A\pkcn¨ 1969se tIcfm k I IcW kwLwN« ¯nse 35þmw N« ¯nse 3þmw D] N« ¯nse (F) J Þ ¯n\p t`ZKXn hcp ¯ pI bpw Hcp kwL ¯nsâ `cW kanXn sXcs ª Sp¸ns\ kw`_ Ôn¨pff വരണാധികാരിയുടെ അറിയിപ്പ് പ്രചുരപ്രചാരമുള്ള സ്വഭാഷയിലുള്ള രണ്ടു ദിനപത്രത്തിൽ ]ckywsNbXmepwaXnbmIpsa¶pff t`ZKXnIqSn Iq«nt¨À ¡ pI bpwsNbXncp¶p. hfsc IqSpXÂ AwK § Ä Dff kwL § fnÂ Hmtcmcp ¯ À ¡ pw t\cnt«m AsÃ¦nÂ X]mÂ apJm´nctam {]tXyIw {]tXyIw t\m«ok Ab ¡ p¶X kwL § Ä ¡ IqSpXÂ km¼ ¯ nI`mcw hcp ¯ nh ¡ pI bpw kab\ jShpw aä പ്രയാസങ്ങളും വരുത്തിവക്കുമെന്നും കണ്ടതുകൊണ്ടാണ് ടി ഭേദഗതി കൊണ്ടുവന്നിട്ടുള്ളത്. 1969ലെ കേരളാ സഹകരണസംഘം നിയമത്തിലെ 29 (1) (ബി) വകുപ്പിലെ വ്യവസ്ഥ അനുസരിച്ച് ഭരണസമിതി അംഗങ്ങളെ തെരഞ്ഞെടുക്കേണ്ട NpaXe kwL ¯nsâ s]mXptbmK ¯nÂ AÀ¸n ¡ s¸«ncn ¡ p¶p. B bXn\mÂ kwL ¯nsâ `cW kanXn sXcs ª Sp¸p \S ¯ p¶Xnte ¡ mbn s]mXptbmKw hnfn¨pIq«p¶Xn\pff t\m«ok hcWm[nImcnbpsS Adnbn¸nt\msSm¸w അയയ്ക്കേണ്ടതുണ്ട്. ബൈലാ ഭേദഗതി ഒഴിച്ചുള്ള കാര്യങ്ങളിൽ, പൊതുയോഗം hnfn¨pIq«p¶Xnte ¡ mbn F{]Imcw t\m«ok Ab ¡ Wsa¶ AXmXp kwL § fpsS ss_ embnemW hyhkY sNbXncnt ¡ ണ്ടത്. പൊതുയോഗം

cPnkt{Sj \pw ss_tem t`ZKXnbpw

IqSp¶ hnhcw]{X]ckyw hgn AwK§sf Adnbn¨mÂ aXn F¶ ss_embnÂ hyhkYbnÃm¯ kwL§fpsS `cWkanXnbnte¡pff Xncsª Sp¸n\pN«w 35þÂ hcp¯nb t`ZKXn¡pti j hpw Xncs ª Sp¸s]mXptbmKw IqSp¶hnhc¯n\ ss_embnÂ hyhkY sNbXncn¡p¶ t]mse വ്യക്തിപരമായി അംഗങ്ങൾക്ക് നോട്ടീസ് നൽകേണ്ടതുണ്ട്. അതായത് A{]Imcapff kwL§Ä¡ N«w 35 t`ZKXn sNbXXnsâ ^ew e`n¡Wsa¦nÂ s]mXptbmKw hnfn¨pIq«p¶Xn\pff t\m«okv, hcWm[nImcnbpsS Adnbn¸ns\t¸mseXs¶ Zn\]{X§fnÂ]ckyw sNbXmÂ aXnbmIpsa¶coXnbnÂ kwL¯nsâ ss_embnÂ hyhkY ചെയ്യേണ്ടതുണ്ട്.

taÂ {]kXmhn¨ncn¡p¶ kmINcy¯nÂ `cWkanXn sXcs ª Sp¸ns\ kw\_Ôn¨pff hcWm[nImcnbpsS Adnbn¸ ]{X§fnÂ {]kn²s¸Sp¯n AwK§sf sXcys¸Sp¯nbmepw aXnsb¶ k I IcW N«w 35þÂ hcp¯nb t`ZKXnbpsS KpW^ew e`n¡Wsa¶ B{KIn¡p¶ kwL§Ä, {]kXpX s]mXptbmKw hnfn¨pIq«p¶Xn\papff t\m«okv B പ്രദേശത്ത് പ്രചുര പ്രചാരമുള്ളതും സ്വഭാഷയിലുള്ളതുമായ രണ്ട് ദിനപത്രങ്ങളിൽ]ckyw sNbXmepw aXnsb¶ AhIfpsS ss_embnÂ hyhkY കൊണ്ടുവരേണ്ടതുണ്ട്.സംഘങ്ങളുടെ ബൈലാകളിൽ താഴെപ്പറയുംവിധം ഒരു hyhkY DÄs¸Sp¯phm³ D]tZin¡p¶p.

"Hcp s]mXptbmK¯nsâ t\m«okv AwK§Ä¡

(1) t\m«okv _p¡ kÀ¡pteä sN¿pIbpw AXnÂ AwK§fpsS H¸pIÄ വാങ്ങുകയും ചെയ്തുകൊണ്ടോ: അല്ലെങ്കിൽ

(2) t\m«okv t]mkäwK kÀ«n^n¡änsâ IognÂ X]mÂ amÀKw അയച്ചുകൊടുത്തുകൊണ്ടോ; അല്ലെങ്കിൽ

(3) സ്ഥലത്ത് പ്രചുരപ്രചാരമുള്ള ഏതെങ്കിലും രണ്ട് സ്വഭാഷയിലുള്ള ദിനപത്രങ്ങളിൽ നോട്ടീസ് പ്രസിദ്ധം ചെയ്തുകൊണ്ടോ നടത്താവുന്നതാണ്".

taÂ {]kXmhn¨ncn¡p¶ hyhkYIÄ ss_embnÂ CÃm¯]£w A¯cw kwL§Ä¡v, AXn\pff t`ZKXn hcp¯phm\mbn, PnÃm tPmbnâv രജിസ്ട്രാർമാർ നിർദ്ദേശം നൽകേണ്ടതാണ്.

sI. hn. \¼ymÀ
kl IcWkwLw cPnk{SmÀ

k l IcW kÀ ¡ peÀ k am l mcw

\ ¼À.Pn. 44866/87. k l IcW kwLw cPn k {Smdm ^ o k ,
Xncph \ ´] pcw, 1987 B K k ä 25

kÀ ¡ peÀ \ ¼À 37/87

hn j bw: **kwL § fpsS cPn k t{S j ³ ss _ em t`ZKXn cPn k äÀ sN¿p¶ Xnepff I meXma kwHgnhm ¡ p¶ Xp kw_ Ôn ¨pff \nÀt± i § Ä**

k l IcW kwL § Ä cPn k äÀ sN¿p¶ Xn \pff At] £ I Ä e`n ¨ mÂ A h I Ä ss I ¸ än b Xob Xn apXÂ aq ¶ p am k ¯ n \ I w cPn k {SmÀ തീർപ്പാക്കേണ്ടതാണെന്ന് 1969 ലെ കേരള സഹകരണസംഘം നിയമത്തിലെ 7þmw h I p ¸ nse (3)þാം ഉപവകുപ്പിൽ നിർദ്ദേശിച്ചിട്ടുണ്ടല്ലോ. അതുപോലെതന്നെ kwL § fpsS ss \_ em t`ZKXn I Ä ¡ pff At] £ I fn ³ taepw തീരുമാനമെടുക്കേണ്ടതാണെന്ന് ടി നിയമത്തിലെ 12þmw h I p ¸ nepw 1969..se t I cf k l IcW kwLw N« § fnse 9þmw N« ¯ nepw hyh k Y sNb Xncn ¡ p¶ p. ss _ em t`ZKXn I Ä cPn k äÀ sNb Xp \ Â I p¶ Xn \p ¢n] Xamb k ab] cn [n \nba ¯ nÂ {] tXy I w FSp ¯ p] d ª n«nsÃ ¦ nepw 7þmw h I p ¸ nse CXp kw_ Ôn ¨pff k ab] cn [n C ¡ mcy ¯ nepw _ m [I amW .

(2) സഹകരണ സംഘങ്ങൾ രജിസ്റ്റർ ചെയ്യുന്നതിനു വേണ്ടി സമർപ്പിച്ചിരിക്കുന്ന അപേക്ഷകളും ബൈലാ ഭേദഗതികൾ രജിസ്റ്റർ ചെയ്യുന്നതിനുവേണ്ടി സമർപ്പിക്കുന്ന At] £ I fpw XoÀ ¸ m ¡ p¶ XnÂ tPmbn â cPn k {SmÀ B ^ o k p I fnÂ അകാരണവും അക്ഷന്തവ്യവുമായ കാലതാമസം ഉണ്ടായിക്കൊണ്ടിരിക്കുന്നതായി ശ്രദ്ധയിൽപ്പെട്ടിരിക്കുന്നു. രജിസ്ട്രേഷനുവേണ്ടി സമർപ്പിക്കുന്ന അപേക്ഷകളിലെ ന്യൂനതകളും പോരായ്മകളും ഒരു പരിധിവരെ കാലതാമസം ഉണ്ടാകുന്നതിന് CSbm I msa ¦ nepw A kn k äâ cPn k {SmÀ B ^ o k p I fnepw tPmbn â cPn k {SmÀ B ^ o k p I fnepw C ¡ mcy ¯ nÂ I psd I qSn k ab \n j TXbpw thKXbpw I mWn ¨ mÂ cPn k t{S j \pff At] £ I Ä i o{ L KXnbnÂ XoÀ ¸ m ¡ m³ I gnbp¶ XmW . Cu km I Ncy ¯ nÂ Xmsg ¸ dbp¶ \nÀt± i § Ä \ Â I p¶ p.

(1) k l IcW kwL § Ä cPn k äÀ sN¿p¶ Xn \pff At] £ I Ä k l IcW \nba ¯ nÂ hyh k Y sNb Xncn ¡ p¶ t] mse A h ss I ¸ än b Xob Xn apXÂ] camh [n aq ¶ p am k ¯ n \pff nÂ Xs ¶ XoÀ ¸ m ¡ m³ tPmbn â രജിസ്ട്രാർമാർ ശ്രദ്ധിക്കേണ്ടതാണ്.

(2) A tXt] mse Xs ¶ k l IcW kwL § fpsS ss _ em I Ä t`ZKXn sN¿p¶ Xn \pff At] £ I Ä A h ss I ¸ än b Xob Xn apXÂ] camh [n aq ¶ p മാസത്തിനകം ജോയിന്റ് രജിസ്ട്രാർമാർ തീർപ്പാക്കേണ്ടതാണ്.

cPn k t{S j \pw ss _ tem t`ZKXnbpw

(3) k w L w cPn k t{S j \pw ss _ em t`ZKXn ¡ papf f A t ] £ I Ä A k n k ä â cPn k {SmÀ B ^o k nemW e`n ¡ p¶ sX¦nÂ A h ss I ¸ änb XobXn മുതൽ പരമാവധി രണ്ടാഴ്ചക്കുള്ളിൽ അസിസ്റ്റന്റ് രജിസ്ട്രാറുടെ വ്യക്തമായ dnt ¸ mÀ«p k I nXw tPmbnâ cPn k {SmÀ B ^o k nte ¡ taÂ \S] Sn ¡ mbn A b¨p കൊടുക്കേണ്ടതാണ്. അതിൽ വീഴ്ച വരുത്തുന്ന ഉദ്യോഗസ്ഥന്മാർക്കെതിരെ tPmbnâ cPn k {SmÀ B h i yamb i n £ W \S] Sn I Ä ss I s ¡ mf fp I t bm Cu ആഫീസിലേക്ക് വിശദമായ വിവരങ്ങൾ സഹിതം അറിയിക്കുകയോ ചെയ്യേണ്ടതാണ്.

(4) cPn k t{S j \pf f A t] £ I Ä tPmbnâ cPn k {SmÀ B ^o k nÂ e`n¨mÂ HcmgN ¡ pf fnÂ tPmbnâ cPn k {SmÀ B ^o k p I fnse _ Ôs ¸« A k n k äâ cPn k {SmdpsS D¯ chmZnXz¯nÂ A h k q £ aambn ]cnt i m[n ¡ s ¸« hy I Xamb A`n{]mbw I pdn¸ p ^ benÂ tcJs ¸Sp¯ n tPmbnâ cPn k {SmdpsS തീരുമാനത്തിനായി സമർപ്പിക്കേണ്ടതാണ്.

(5) cPn k t{S j \pf f A t] £ I fnse Fs´ ¦ nepw \yq\X I fpw t]mcmbaI fpw A h]cn I cn ¡ s ¸Smhp¶ XmsW¶p ImWp I bmsW¦nÂ \nÀ±n j S k w L ¯ nsâ No^ {] tam«Àt ¡ m A sÃ¦nÂ k w L ¯ nsâ ഭാരവാഹികൾക്കോ ഒരു ക്ലിപ്ത സമയത്തിനുള്ളിൽ അവ പരിഹരിക്കേണ്ടതാണെന്നു നിർദ്ദേശം നൽകേണ്ടതും അപ്രകാരം പരിഹരിക്കുന്നില്ലെങ്കിൽ അക്കാരണത്താൽ തന്നെ അപേക്ഷ തളളിക്കളയുന്നതാണെന്നും അറിയിക്കേണ്ടതാണ്. നിശ്ചിത kab ¯ n\pf fnÂ \yq\X I Ä]cn I cn ¡ p¶nsÃ¦nÂ A ¡ mcW ¯ mÂ Xs¶ cPn k t{S j \pf f A t] £ X f fn ¡ f bmhp¶ XmtWmsb ¶p tPmbnâ രജിസ്ട്രാർ പരിശോധിക്കേണ്ടതാണ്.

(6) ഈ സർക്കുലർ കൈപ്പറ്റിയ വിവരം അറിയിക്കേണ്ടതാണ്.

sI. sP. tXmak
A Uo j WÂ cPn k {SmÀ (s{ I Unä)

No.G/59642/87. Office of the Registrar of Co-operative Societies, Trivandrum, 27-10-1987

CIRCULAR No.54/87

Sub: **Co-operative Societies at Primary Level-Registration by Joint Registrars-Prior consultation with Registrar-Further instructions issued**

1. At present proposals for registration of all types of Co-operative Societies (except College and School Co-operative Societies) are referred to Registrar by the Joint Registrars seeking prior permission for registration. Since the

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Joint Registrars are not furnishing full details about the proposed societies as required under the K.C.S.Act and Rules and standing instructions of Registrar, in many cases, the proposals have to be sent back to the Joint Registrars for clarifications or for furnishing the additional details. In many cases, the Joint Registrars have not been prompt in furnishing the details nor in sending comprehensive replies. This causes unnecessary delay in the registration of the societies.

2. Under section 7 (3) of the Kerala Co-operative Societies Act, an application for registration of a society is to be disposed of within three months from the date of its receipt. This condition cannot generally be complied with under the present arrangement. The original idea of insisting prior permission of Registrar was to see the societies are not registered indiscriminately without satisfying the various aspects of the question by Joint Registrars and that a scrutiny at a higher level will help in taking a proper decision.

3. The question was discussed in all aspects in the recent conference of Joint Registrars held on 20-10-1987 at Trivandrum. The Joint Registrars were generally of the view that if clear guidance are issued there will be no necessity for seeking prior permission of Registrar. A few Joint Registrars were, however of the view that the present arrangement of obtaining prior permission of Registrar may continue.

4. The Joint Registrars have been conferred by Government with all the powers of Registrar. This is with a view to decentralising of powers, so that statutory and official business is disposed of with utmost expedition. Moreover, the Registration of a society is done as per the delegated statutory power to be exercised by those on whom this has been conferred by Government

5. Considering all aspects of the question and, in the above circumstances, it is decided that prior permission of Registrar need not be sought for registration of societies at primary level by the Joint Registrars and accordingly, and in supersession of the circulars in this regard, the following instructions are issued to the Joint Registrars.

(a) For registration of Co-operative societies at the primary level, prior permission of Registrar is not necessary. However in cases of prior concurrence of other agencies like NABARD, Reserve Bank of India etc., (for example

registration of Primary Co-operative Agricultural Development Banks, Urban Banks etc.) is required, such proposals should be referred to this office. Similarly proposals of those societies the area of operation of which extend to or exceeds one district shall be referred to Registrar for concurrence before registration.

(b) The condition specified in clauses (a) to (e) of section 7 (1) of K.C.S.Act and Rule 3 of the Rules should be fully satisfied by Joint Registrars.

(c) As stipulated in section 4 of the Act, the objects of the proposed society should be the promotion of the economic interests of its members or of the interests of the public in accordance with Co-operative principles. .

(d) There should be no overlapping in the area of operation of the proposed society and that of another society of similar type (section 7 (1) (c)). While considering this aspect what is essentially to be looked into is the scope for successful functioning of the society in the proposed area of operation as per its bye-laws and scheme. The mere existence of a dormant society of similar type in the same area should not be the only reason for refusing registration of a new society if there is ample scope for its successful working. Whether the existing society in the area of operation with similar objects functions properly, whether any delimitation in the area of operation is necessary, whether any real necessity for another society is felt, are factors to be considered by Joint Registrar in detail. If the Joint Registrar is fully satisfied that there is scope for the successful working of another society in any part of the same area, Joint Registrar may consider registration of the new society, after ensuring amendment of bye-laws of the existing societies delimiting its area of operation suitably. However, the Joint Registrar should also ensure that registration of the new society should not affect the smooth working and viability of the existing society.

(e) In the case of housing co-operatives, hospital societies and tourism societies exemption from section 7 (1) (c) of the K.C.S.Act has been granted by Government. However, even in such cases, care should be taken by Joint Registrar to see that there is ample scope and need for such new societies.

(f) The technical, economical and financial feasibility of the functioning of the proposed society should be fully satisfied by Joint Registrars before registration.

(g) The bye-laws of the proposed society should be in conformity with the provisions in the K.C.S.Act, Rules, standing instructions of Registrar and model

bye-laws circulated. No provision should be contrary or repugnant to any of the provisions in the K.C.S.Act and Rules thereunder. The practice of adopting outdated bye-laws which are not in conformity with the provisions in the Act and Rules as amended from time to time, should not be followed

(h) The collection of initial share capital for the proposed society should be permitted only after organization of the society is decided upon by the Joint Registrar. Where proposal for organization of a new society is under consideration, another application for registration of a similar type of society in the same area can be entertained only on merits.

(i) Owing to any special characteristics of a proposed society or by any other reason the Joint Registrars have any genuine doubt on any aspect particularly about the successful scope of its functioning, constitution, other provisions in the bye-laws etc. the Joint Registrars are at liberty to seek clarification or advice from Registrar of Co-operative Societies before deciding to register the society.

(j) The exercise of the power under the K.C.S.Act and Rules should be with utmost caution and care. The approach should be judicious and the decisions taken be fare and just. The Joint Registrars should examine all aspects of the issue before taking decision on applications for organization/registration of societies.

U. Jayanarayanan
Registrar of Co-operative Societies

\¼À Pn. 13724/93

k l lcWkwLw cPnk{SmÀ B^okn,
Xncph\´]pcw, 1993 amÀ¨n 26

kÀ¡peÀ \¼À 18/93.

hnjbw: **k l lcWhlp¸n ss_em t`ZKXn kw_Ôn¨ \nÀt±i§Ä.**

kqN\: **cPnk{SmdpsS 37/87þmw \¼À kÀ¡peÀ.**

k l lcWkwL§fpsS ss_em t`ZKXn At]£bn³taÂ, അടിയന്തിര നടപടികൾ, സമയബന്ധിതാടിസ്ഥാനത്തിൽ കൈക്കൊണ്ട്, t`ZKXnlÄ cPnkäÀ sN¿Wsa¶n kqN\ kÀ¡peÀ{]lmcw hylXamb \nÀt±i§Ä \ÂInbncp¶p. F¶mÂ]e tPmbnâ cPnk{SmÀamcpw Sn \nÀt±iw bYmhn[n]menn¡p¶XnÂ A\mkY lmWn¡p¶Xmbn ശ്രദ്ധയിൽപ്പെട്ടിരിക്കുന്നു. മാത്രമല്ല രജിസ്ട്രാർ രജിസ്റ്റർ ചെയ്യേണ്ട ഭേദഗതി \nÀt±i§Ä t]mepw tPmbnâ cPnk{SmÀ B^oknÂ\n¶, ip]mÀi sNbX

cPnk t{Sj \pw ss_ tem t`ZKXnbpw

Cu B^oknte¡ kaÀ¸n¡mXncn¡pI hgn, bYmkabw t`ZKXn sN¿phm³ Ignbm¯ AhkY Dണ്ടാവുകയും, അനാവശ്യമായ വ്യവഹാരങ്ങൾക്ക് ഇടയാവുകയും ചെയ്തിട്ടുണ്ട്.

സൂചന സർക്കുലറിന്റെ സമയപരിധി കർശനമായി പാലിക്കുന്നുണ്ടെന്ന് എല്ലാ tPmbnâ cPnk{SmÀamcpw AknkäâcPnk{SmÀamcpw \nÀ_Ôambpw ഉറപ്പുവരുത്തേണ്ടതാണെന്ന് ഒരിക്കൽ കൂടി ഓർമ്മിപ്പിക്കുന്നു. അതോടൊപ്പം സർക്കിൾ kl IcW bqWnbtâbpw [\Imcy_m¦ntâbpw A`n{]mb¯n\mbn t`ZKXn രജിസ്റ്റർ ചെയ്യാതിരിക്കുകയും ചെയ്യുന്ന പ്രവണത അവസാനിപ്പിക്കേണ്ടതാണ്. kÀ¡nÄ kl IcW bqWnbtâbpw [\Imcy_m¦ntâbpw A`n{]mb¯n\mbn Ab¨psImSp¡p¶ \nÀt±i¯n³ taÂ, A`n{]mbwHcp \n¡NnX kab]cn[n¡Iw \ÂIWsa¶ \nÀt±in¡pIbpw,Sn]cn[n¡IwA`n{]mbwe`n¡mª mÂ, t`ZKXn cPnkäÀ sN¿p¶Xn\ FXnc`n{]mbw CÃ F¶ \nKa\¯nÂ cPnkäÀ ചെയ്യുന്നതാണെന്നും അറിയിക്കേണ്ടതാണ്. ടി നിശ്ചിത പരിധി യാതൊരു കാരണവശാലും, 2 മാസത്തിൽ അധികരിക്കാൻ പാടുള്ളതല്ല ടി രണ്ടുമാസത്തിനകം kÀ¡nÄ kl IcW bqWnbtâbpw [\Imcy_m¦ntâbpw A`n{]mbw e`n¡p¶nsÃ¦nÂ C¡mcy¯nÂ taÂ kYm]\§Ä¡ FXnc`n{]mbwCÃ F¶ \nKa\¯nÂ t`ZKXn \nbam\pkrXamsW¦nÂ cPnkäÀ sN¿mhp¶XmW. kl IcW kwL§fpsS ss_emIÄ t`ZKXn sN¿p¶Xn\pff At]£ IÄ അവ കൈപ്പറ്റിയ തീയതി മുതൽ പരമാവധി മൂന്നുമാസത്തിനകം തീർപ്പാക്കേണ്ടതാണെന്ന സൂചനയിലെ നിർദ്ദേശം കർശനമായി പാലിക്കേണ്ടതാണ്.

സഹകരണസംഘം രജിസ്ട്രാർ രജിസ്റ്റർ ചെയ്യേണ്ട ബൈലാ ഭേദഗതി At]£ IÄ tPmbnâ cPnk{SmÀ B^oknÂ \ÂInbmÂ]camh[n Hcp amk¯n\Iw Bhiyamb ip]mÀi klnXw cPnk{SmÀ¡p സമർപ്പിക്കേണ്ടതാണ്.

kwLw kaÀ¸n¨ At]£ Ifn³taÂ Fs´¦nepw \yq\XIfpff]£w, \n¡NnX kab]cn[n¡Iw Bbh]cnIcn¡p¶Xn\ _Ôs¸« kwL¯n\ നിർദ്ദേശം നൽകുന്നതിനും, ആയവ യഥാസമയം സംഘം സമർപ്പിക്കുന്നുണ്ടെന്നും ഉറപ്പുവരുത്തേണ്ടതുമാണ്.

FÃm tPmbnâ cPnk{SmÀamcpw C¡mcyw IÀi\ambn]men¡p¶Xn\ \S]SnIÄ kzoIcn¡p¶tXmsSm¸w C¡mcy¯nÂ _Ôs¸« AknkäâcPnk{SmÀamcpw aäp hIp¸ptZymKkY³amcpw Aew`mhw]peÀ¯p¶nÃ F¶p ഉറപ്പുവരുത്തേണ്ടതാണ്. C¡mcy¯nÂ hogN hcp¯p¶ DtZymKkY³amÀs¡Xnsc IÀi\amb in£m \S]SnIÄ ssIs¡mffp¶XmsW¶pw HmÀ½s¸Sp¯p¶p.

hn. FkÄ.sk´nÂ
kl IcWkwLw cPnk{SmÀ

k l lcW kÀ¡peÀ kam lmcw

No.13724/93/G. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 1-4-1993

CIRCULAR NO. 22/93

Sub: **Co-operative department- paid up share capital surpassing the Authorised Share Capital- Timely amendment of bye-law instructions-regarding.**

The Authorised Share Capital of a Co-operative society as provided in its bye-law is the maximum amount up to which it can mobilize the Share Capital and therefore its paid up Share Capital shall not exceed the Authorised Share Capital. However, it has come to notice that in the case of certain Co-operative institutions the paid up Share Capital has already been exceeded their authorised Share Capital being members admitted and shares have been allotted to them, even though the society has no further shares to allot to its members. This has caused problems making the members so admitted ineligible to the rights of a member and lead to unnecessary litigation.

The bye-laws of a co-operative society/Bank constitute a contract between the society and its members in respect of their rights and liabilities. And accordingly apart from the other matters specified in the bye-laws the Board of Directors have no right to allot new shares and admit new members, exceeding the limit presented in the bye-laws without amending the bye-laws for increasing the Authorised Share Capital.

Every co-operative societies in the state are therefore instructed that they shall ensure that their paid up Share Capital does not exceed the Authorised Share Capital. In case if the paid up Share Capital of a society is nearing the Authorised Capital, the Board of Directors should take early steps to get the bye-laws suitably amended increasing the Authorised Share Capital. The Chief Executives/Secretaries of the Societies/Banks/all societies shall immediately verify the paid up capital collected so far and ensure that the amount will not exceed the Authorised Share Capital prescribed in the bye-laws.

The inspecting officers of the Department and financing institutions as well as the Auditors should verify the fact, when they visit the societies, as to whether the paid up Share Capital crossed the Authorised Share Capital, and if such irregularities are noticed, the fact should urgently be brought to the notice of the

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Board of Directors/Chief Executives of the institutions concerned under intimation to the Controlling Officers. The Controlling Officers should ensure that the office bearers of the societies are taking steps to amend the bye-laws urgently.

It is further informed that if the Committee or the Chief Executive of a society fail to convene the general body meeting to consider the bye-law amendments to increase the Authorised Share Capital in time, they will be held responsible and suitable actions will be initiated.

The receipt of the circular should be acknowledged.

V. S. Senthil
Registrar of Co-operative Societies

\¼À Pn. (1) 2958/2000 klIcWkwLw cPnk{SmÀ B^okv,
Xncph\´]pcw, 24þ1þ2000

kÀ¡peÀ \¼À 8/2000

hnjbw: **klIcW hIp¸þ1999þse tIcf klIcW kwLw (t`ZKXn) \nbawþklIcWkwLw cPnkt{Sj³, \nbamhen t`ZKXn sN¿Â, AwKXzw \ÂIÂ F¶nh സംബന്ധിച്ച് സമയബന്ധിതമായി തീർപ്പ് കൽപ്പിക്കേണ്ട Imcy§Äþ\nÀt±iw]pds¸Sphn¡p¶p.**

kqN\: **1. 1999þse tIcf klIcW kwL§Ä (t`ZKXn) BIvSv (2000þse 1þmw BIvSv).**

2. klIcWkwLw cPnk{SmdpsS 18/93, 27/93, 33/99 \¼À kÀ¡pedpIÄ

kqN\ 2þse kÀ¡peÀ {]Imcw klIcWkwLw cPnkt{Sj³, ss_em t`ZKXn F¶nh ¡pff At]£IÄ XoÀ¸m¡p¶XnÂ ImeXmakw Hgnhm¡p¶Xp kw_Ôn¨pw AwKXzw \ÂIp¶Xp kw_Ôn¨pw \nÀt±i§Ä]pds¸Sphn¨ncp¶p.

1999þse tIcf klIcW kwLw (t`ZKXn) \nbaw (2000þse 1þmw BIvS) A\pkcn¨v kwLw cPnkt(Sj³ (7þmw hIp¸v) kwLw \nbamhen t`ZKXn (12þmw hIp¸v) AwKXzw \ÂIm¯Xp kw_Ôn¨]cmXn (16þmw hIp¸v) F¶nh kw_Ôn¨v \nÀ±njS kab¯n\Iw XoÀ¸v IÂ¸n¨ncn¡Wsa¶v വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. ടി വ്യവസ്ഥകൾ സഹകരണ വകുപ്പിലെ ബന്ധപ്പെട്ട എല്ലാ ഉദ്യോഗസ്ഥരും സമയബന്ധിതമായി പാലിച്ച് തീർപ്പ് കൽപ്പിച്ചിരിക്കേണ്ടതാണ്. Cu hnjb§Ä kw_Ôn¨v kqN\ 1 {]Imcw]pXnb klIcW kwLw (t`ZKXn) \nbaw \nehnÂ h¶ 2000 P\phcn 1þmw XobXn XoÀ¸v IÂ¸n¡m³

k l IcW kÀ¡peÀ kaml mcw

_m¡n \nÂ¸pff At] £ IÄ t`ZKXn \nba¯nÂ \nj¡Àjn¨n«pff
പ്രകാരമുള്ള കാലാവധിക്കകം തീർപ്പ് കൽപ്പിച്ചിരിക്കേണ്ടതാണ്. ഇതു സംബന്ധമായ
kÀ«n^n¡äv FÃm tPmbnâ cPnk{SmÀ (P\dÂ)amcpw 2000 G{]nÂ 10þmw
തീയതിക്കു മുൻപായി ഈ ഓഫീസിൽ അയച്ചു തരേണ്ടതുമാണ്.

k l IcW\nba¯nÂ hyh kYsNbXn«pff kab]cn[n¡ IwC¯cw At] £ IfnÂ AYhm]cmXnI fnÂ XoÀ¸pI Â¸n¨Xp kw_Ôn¨ hnhc§Ä k l IcW kwLw tPmbnâ cPnk{SmÀamcpsS AÀ² HutZymKnI hnhcW
റിപ്പോർട്ടുകളിൽ ഉൾക്കൊള്ളിക്കേണ്ടതാണ്.

k l IcW kÀ¡pednse aäp \nÀt±i§Ä IÀi\ambn
പാലിക്കേണ്ടതുമാണ്.

hn.]n. tPmbsF. F. F k.
k l IcW kwLw cPnk{SmÀ

\¼À Fw.än 1. 31080/99 k l IcW kwLw cPnk{SmÀ B^okv,
Xncph\´]pcw, 5þ6þ2000

k l IcW kwLw cPnk{SmÀ
Xncph\´]pcw
FÃm tPmbnâ cPnk{SmÀamÀ¡pw

kÀ,

hnjbw: **te_À tIm¬{SmIä k l IcW kwL§Ä ¢mknss^ sN¿p¶Xp kw_Ôn¨v.**

kqN\: **13þ11þ97 se Pn.H (Fw.F k) 135/97 k l IcW\¼À D¯chv.**

13þ11þ97 se Pn.H (Fw.F k) 135/97 k l IcW\¼À D¯chv{] Imcw te_À tIm¬{SmIä k l IcW kwL§sf ¢mknss^ sN¿p¶Xn\p A[nImcw cPnk{SmÀ¡msW¶ncns¡]e Aknkäâ cPnk{SmÀamcpw te_À tIm¬{SmIä k l IcW kwL§sf ¢mknss^ sN¿p¶Xmbn cPnk{SmdpsS {i²bnÂs¸«ncn¡p¶p. B bXnsâ ASnkYm\¯nÂ Xmsg]dbp¶ \nÀt±iw FÃm P\dÂ hn`mKw Aknkäâ cPnk{SmÀamcptSbpw tPmbnâ cPnk{SmÀamcptSbpw {i²bnÂs¸Sp¯p¶p.

13þ11þ97 se Pn.H (Fw.F k) 135/97 k l IcW \¼À D¯chv{] Imcw te_À tIm¬{SmIä k l IcW kwL§sf ¢mknss^ sN¿p¶Xn\pff A[nImcw cPnk{SmÀ¡mWv. cPnk{SmÀ ¢mknss^ sNbX kwL§Ä¡p am{Xta Pn.H (Fw.F k) 135/97 k l IcW \¼À 13þ11þ97 se D¯chnse 4(vi){] Imcapff FenPn_nenän kÀ«n^n¡äv \Â Im³]mSpffp. Cu \nÀt±iw FÃm P\dÂ hn`mKw Aknkäâ cPnk{SmÀamcptSbpw {i²bnÂs¸Sp¯p¶p.

Xm¦fpsS hnizkvX³
k l IcW kwLw cPnk{SmÀ¡pthണ്ടി

cPn k t{S j \pw ss_ tem t`ZKXnbpw

\¼À Pn 1 2958/2000 k l IcW kwLw cPn k {SmÀ B ^o k, Xncph \´]pcw, 25þ7þ2000

kÀ¡peÀ \¼À 39/2000

hnj bw: **k l IcWh Ip¸þ1969þse t Icf k l IcW kwLw \nba¯ntebpw N«§fntebpw t`ZKXn IÄþ k l IcW kwL§fnse \nbamhen t`ZKXnþ \nÀt±iw]pds¸Sphn¡p¶p.**

kqN\: 1. **1999 se t Icf k l IcW kwLw (t`ZKXn) \nbaw (2000þse H¶mw B IS)**

2. **8/2000 se \¼À kÀ¡peÀ**

3. **2000 t Icf k l IcW kwLw (t`ZKXn) N«w**

1969þse t Icf k l IcW kwLw \nbaw kqN\ H¶p {] Imcw t`ZKXn IÄ hcp¯n t`ZKXn \nba¯nse h Ip¸p 13 ({] [m\ h Ip¸p 28 _n) h Ip¸p 16 ({] [m\ h Ip¸p 57 F 57 _n 57 kn) h Ip¸p12 ({] [m\ \nba¯nse A²ymbw 8) h Ip¸p 18 ({] [m\ \nba¯nse A²ymbw 9) h Ip¸ 21 ({] [m\ \nba¯nse h Ip¸ 80 _n) F ¶nh Hgns I bpf f aäp h Ip¸p IÄ 2000 P\phcn ഒന്നു മുതൽ പ്രാബല്യത്തിൽ വന്നിട്ടുണ്ട്. ഈ ഭേദഗതികൾക്കനുസൃതമായി 1969þse t Icf k l IcW kwLw N«§Ä kqN\ 3 {] Imcw t`ZKXn hcp¯n 2000 മേയ് 2 മുതൽ പ്രാബല്യത്തിലും വന്നിട്ടുണ്ട്. അതിന്റെ അടിസ്ഥാനത്തിൽ ചുവടെ tNÀ¯ncn¡p¶ k l IcW kwLw \nba¯ntebpw N«§fntebpw hyh kY IÄ ¡ \pk rXambn k l IcW kwL§fnse \nbamhen/ D]\nba§fnÂ B h iyamb t`ZKXn hcp¯p¶Xn\pf f ASnb \Xnc \S]Sn IÄ kzo Icn¡phm³ IÀi \ \nÀt±iw \Â Ip¶p.

1. h Ip¸ 20 N«w 28

k l IcW kwL§fnÂ kPoh AwK¯n\ thm«h Imiwe`n¡p¶Xp kw_Ôn¨mW CXnse hyh kY.

h Ip¸ 20þse bpw N«w 28 se bpw hyh kY IÄ {] Imcapf f t`ZKXn IÄ

k l IcWN«w 28 (1) se kab]cn[nsb kw_Ôn¨ t`ZKXn

N«w 28 Â {] Xn]mZn¨ncn¡p¶ kPoh AwK§Ä ¡pf f cPn kädp IÄ നിയമാനുസൃതം എഴുതി സൂക്ഷിക്കേണ്ടതുണ്ടെന്ന് വകുപ്പിലെ ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർ ഉറപ്പു വരുത്തേണ്ടതാണ്.

2. h Ip¸ 28

h Ip¸ 28 {] Imcw kwLw `cW kanXnbpsS Imemh [n A©p വർഷത്തിൽ അധികരിക്കാത്ത കാലയളവിലേക്ക് ദീർഘിപ്പിച്ചിരിക്കുന്നുണ്ട്. ഈ h Ip¸nse hyh kY {] Imcapf f t`ZKXn

k I IcW kÀ¡peÀ kam I mcw

`cW k anXn AwK § fpsS ]camh [n F ®w kw\_ Ôn¨ h I p¸ 28 (1) (F)bpw h I p¸ 28 (1) (\_n)bpw {] I mcapf f t`ZKXn I Ä

h I p¸ 28(F) {] I mcw kwLw `cW k anXn I fnÂ h \nXm AwK ¯n\pw, ]«n I PmXn ]«n I hÀ¤ hn`mK ¯nÂs¸« AwK ¯n\pf f kwhcWw kw_ Ôn¨ t`ZKXn I Ä

3. N«w 34

{]mXn\n[ys]mXptbmK ¯nsâ LS\ I memh [n XpS §nbh ¡pf f t`ZKXn I Ä

taÂ \nÀt±i n¨ kwLw \nbamhen I fptSbpw/ D] \nba § fnte bpw t`ZKXn I Ä ASnb ´ncambn \S¸nem ¡ p¶ Xn\pf f \S]Sn I Ä സ്വീകരിക്കുന്നതിനോടൊപ്പം സൂചന രണ്ടിലെ സർക്കുലർ നിർദ്ദേശങ്ങളും I Ài \ambn]men ¡ Wsa ¶ HmÀ½s¸Sp ¯ p¶ p.

s I . N{µt k \{] kmZ
k I IcW kwLw cPn k {SmdpsS
NmÀPp h I n ¡ p¶ A Uo j WÂ cPn k {SmÀ (I ¬ kyqaÀ)

kwL § fpsS \S ¯n¸

AwKXzw
`cW kanXn
A Uan \n k t{SäÀamÀ

\ ¼À Pn 3/50478/74

k l IcW kwLw cPn k {SmÀ B ^o k,
Xncph \ ´]pcw, 1975 P \ phcn 6

kÀ ¡ peÀ \ ¼À 5/75

hn j bw: **s]mXptbmK¯nÂ]s¦Sp¡p¶ AwK§Ä¡ knän§ ^ok, bm{X¸Sn apXembh sIm Sp¡p¶Xns\ kw_Ôn¨v.**

Nne k l IcW kwL §Äs]mXptbmK¯nÂ ImPcmhp¶ AwK§Ä¡ knän§ ^okpw bm{Xm¸Snbpw sImSp¯phcp¶Xmbn {i² bnÂs¸«ncn¡p¶p. 1969þse tIcf k l IcW kwLw B IShtem N«§ fntem s]mXptbmK¯nÂ]s¦Sp¡p¶ AwK§Ä¡ knän§ ^okpw bm{X¸Snbpw sImSp¡p¶Xn\pff വ്യവസ്ഥകളില്ല. പൊതുയോഗങ്ങളിൽ പങ്കെടുക്കേണ്ടത് എല്ലാ അംഗങ്ങളുടേയും ISabmW. AX kz´w XmÂ]cyw kwc£W¯n\pamW. F¦nepw FÃm അംഗങ്ങളും പൊതുയോഗത്തിൽ സംബന്ധിക്കണമെന്ന് നിർബന്ധമില്ല. അതുകൊണ്ട് പൊതുയോഗത്തിൽ സംബന്ധിക്കുവാൻ വേണ്ടിവരുന്ന ചിലവ് അതാത് അംഗങ്ങൾ തന്നെ വഹിക്കേണ്ടതാണ്. അതിനുമുപരിയായി സംഘത്തിന്റെ പൊതുയോഗത്തിൽ ഹാജരാകുന്നുവെന്നുള്ളതുകൊണ്ടുമാത്രം അംഗങ്ങൾ സംഘത്തിന് യാതൊരു {]tXyI tk h\ hpw {]Zm\w sN¿p¶panÃ. CX kw_Ôn¨ sImSp¡p¶ യാതൊരു തരത്തിലുള്ള പ്രതിഫലവും നിയമാനുസൃതമല്ലാത്തതുകൊണ്ട് ഇത്തരത്തിലുള്ള ചിലവുകൾ എല്ലാ സംഘങ്ങളും നിർത്തൽ ചെയ്യേണ്ടതാണ്. A{]ImcapffA \[nIrX Nnehp IÄ B UnänÂ AwKoIcn¡p¶XsÃ¶pw Ah അതിന് ഉത്തരവാദപ്പെട്ടവരിൽനിന്നും തിരിച്ച് ഈടാക്കേണ്ടി വരുമെന്നും Adnbn¨psImffp¶p.

F¶mÂ s]mXptbmK§fnÂ]s¦Sp¡p¶ AwK§Ä¡ eLp`£Ww നൽകുന്നതിനും മറ്റും വേണ്ടിവരുന്ന ചിലവുകൾക്ക് മേൽപ്പറഞ്ഞ ഉപരോധം ബാധകമല്ല. അപ്രകാരമുള്ള ചെലവുകൾ കഴിയുന്നതും പരിമിതപ്പെടുത്തേണ്ടതും യാതൊരു കാരണവശാലും ആളൊന്നുക്ക് രണ്ടു രൂപയിൽ കവിയാൻ പാടില്ലാത്തതുമാണ്.

k l IcW kwLw cPn k{SmÀ

\ ¼À Pn (3) 64389/75

k l IcW kwLw cPn k {SmÀ B ^o k,
Xncph \ ´]pcw, 1977 amÀ¨ 15

kÀ ¡ peÀ \ ¼À 16/77

hn j bw: **k l IcW kYm]\§fnÂ {]thi\ ^ok Hcp {]mhiy¯ne[nIw hkqem¡p¶Xp kw_Ôn¨v.**

]e k l IcW kYm]\§fpw AXnse AwK§fnÂ \n¶pw അധിക ഓഹരികൾ പിരിക്കുന്നതോടൊപ്പം വീണ്ടും പ്രവേശന ഫീസ് ഈടാക്കി

k l IcW kÀ ¡ peÀ kam I mcw

hcp¶ Xmbn cPn k{SmdpsS {i ² bnÂs¸«ncn ¡ ¶p. 1969þse k l IcW N« § fnse 20þmw N«{] I mcw HcmÄ {] th i \ ^o k, Hm I cn aqe [\ ¯nte ¡pff സംഭാവന നിബന്ധനകൾ പ്രകാരം കൊടുക്കേണ്ടതായ മറ്റേതെങ്കിലും തുകകൾ F ¶nh s I mSp ¡ p ¶ tXmSp I qSn k w L ¯nse AwKXzmh I m i w k¼mZn ¡ p ¶ p. A{] I mcw k l IcW k Ym] \ § fnÂ AwKambn XoÀ ¶ mÂ {] k XpX അംഗത്തിൽ നിന്നും വീണ്ടും പ്രവേശന ഫീസ് ഈടാക്കുന്നതു ന്യായീകരിക്കുവാൻ \nÀhm I anÃ. hmb] ¡ At] £ n ¡ pt¼mÄ I qSpXÂ Hm I cn I Ä വാങ്ങേണ്ടിവരുമെങ്കിലും ആ സന്ദർഭങ്ങളിൽ വീണ്ടും പ്രവേശന ഫീസ് വസൂലാക്കുന്ന നടപടി ശരിയല്ല. അപ്രകാരം വീണ്ടും പ്രവേശന ഫീസ് ഈടാക്കുന്നതിന് ഏതെങ്കിലും സംഘത്തിന്റെ നിബന്ധന അനുവദിക്കുന്നുണ്ടെങ്കിൽ പ്രസ്തുത നിബന്ധന ഉടൻതന്നെ ഭേദഗതി ചെയ്യേണ്ടതാകുന്നു.

Fw. Pn. s I. aqÀ ¯ n
k l IcW kwLw cPn k{SmÀ

\¼À]n B â Fw.(3) 21822/80 k l IcW kwLw cPn k{SmÀ B ^o k,
Xncph \ ´]pcw, 22þ5þ1980

kÀ ¡ peÀ \¼À 34/80

hn j bw: **k l IcW kwL § fnÂ]«n I PmXnþ] «n I hÀ¤ ¡ mÀ ¡ p AwKXz ¯ n\p Hm I cn aqe [\{Kmâ \Â I p ¶ Xp kw_ Ôn¨.**

kqN\: **Pn.H.(Fw.F k) 422/79/G.Un. 15þ11þ1979**

kqN\ bnse Kh¬ saâ D ¯ chp {] I mcw]«n I PmXnþ] «n I hÀ¤ ¡ mÀ ¡ pw k l IcW kwL § fnÂ AwKXz ¯ n\p Hm I cn aqe [\{Kmâ A \phZn ¡ p ¶ Xn\pf f N« § Ä Kh¬ saâ AwKo I cn ¡ p I bpw {] k XpX] ² Xn 1979þ80 km¼ ¯ n I hÀ j w apXÂ \S¸nem ¡ nbncn ¡ p I bpamW. Kh¬ saâ CXnte ¡ mbn AwKo I cn¨ N« § Ä {] I mcw Hcp]«n I PmXnþ] «n I വർഗ്ഗക്കാരനു ഓഹരി എടുക്കുമ്പോൾ ബൈലാ പ്രകാരം അടക്കേണ്ട ഏറ്റവും I pd ª Xp I AS¨mÂ aXnbm I pw. (A XmbX Hcp Hm I cn ¡ Hcp cq] F ¶ I W ¡ nÂ Hm I cnhne F ´ pXs ¶ bmbmepw) A XmbX Hcp Hm I cn apgph \m I p ¶ Xn\p B h i yamb _m ¡ n Xp I Kh¬ saânÂ \n ¶ pw {Kmâmbn \Â I p ¶ XmW. F ¶ mÂ C{] I mcw KUp ¡ fmbn Hm I cn ASb ¡ p ¶ Xn\ ss_embnÂ h I p¸nsÃ ¶ pf f I mcW ¯ mÂ A{] I mcapf fhÀ ¡ AwKXzw \Â I pt¼mÄ Hcp Hm I cnbpsS hne apgph ³ H ¶ mbn A hcnÂ \n ¶ pw CuSm ¡ p ¶ Xmbn cPn k{SmdpsS {i ² bnÂs¸«ncn ¡ p ¶ p. Hcp Hm I cnbpsS hne apgph ³ AS ¡ m ³ I gnhnÃm ¯]«n I PmXnþ] «n I hÀ¤ ¡ mÀ ¡ C{] I mcw k l IcW kwL § fnÂ AwKXzw \nt j [n ¡ s¸Sp ¶ p. CXp]«n I PmXnþ] «n I hÀ¤ § fpsS D ¶ a\ ¯ n\p k I mb I aÃm ¯ Xn\mÂ Xmsg]dbp ¶ \nÀt±i § Ä]pds¸Sphn ¡ p ¶ p.

AwKXzw

HcpHm I cnbpsS hne] ¯ pcq] bmbn \n i Nbn¨n«pf f FÃm k I IcW kwL § fpw `mhnbnÂ ]«nIPmXnþ]«nI hÀ¤ ¡mscbpw AwK§fmbn tNÀ ¡pt¼mÄ AhcnÂ \n¶pw Hcp cq] am{Xta Hm I cn aqe[\ambn CuSm ¡phm³ ]mSpf fq. kwLwss_embnÂ CXn\p h I p¸nsÃ¦nÂ C ¡mcyw kwLw `cW kanXn Xocpam\n¨mÂ aXnbm I pw. 10 cq] bnÂ I qSpXÂ hne Hm I cnbpf f kwL § Ä HcpHm I cnhne bpsS 10% am{Xw A t] £ I \nÂ \n¶pw ഈടാക്കേണ്ടതാണ്. ഒരു ഓഹരിയുടെ തുക തികയുന്നതിനുള്ള ബാക്കി തുക AXmXp k I IcW kwL § Ä Kh¬saâ nÂ \n¶pf f {Kmâmbn വാങ്ങേണ്ടതാണ്. സംഘം നാൾവഴിയിൽ ഇപ്രകാരമുള്ള കണക്കുകൾ തഴെപ്പറയുന്ന പ്രകാരം രേഖപ്പെടുത്തേണ്ടതാണ്.

Hm I cn hch (hchp t Imf ¯ nÂ)	10 cq] (HcpHm I cn ¯ p I F{XbmtWm B Xp I) (CXnÂ Hcp cq] I m j t I mf ¯ nepw 9 cq] AUP käpsaâ t I mf ¯ nepw DÄs ¡ mf fn ¡ Ww)
kÀ ¡ mcnÂ \n ¶ pw {Kmâmbn e`n ¡ phm\pf f Hm I cn hn I nXw (sNehp t I mf ¯ nÂ)	9 cq] (CsÃ¦nÂ Hcq cq] I gn¨ HcpHm I cnbpsS _m ¡ n ¯ p I) (AUPkäsaâ t I mf ¯ nÂ)

kÀ ¡ mcnÂ \n¶pw Hmtcm ss{Xam k § fnepw e`n ¡ phm\pf f Hm I cn {Kmâ ASp¯ amkw Xs¶ e`n ¡ phm³ At] £ kaÀ¸n ¡ mhp¶Xpw sU]yq«n cPn k {SmÀamÀ Ah]m k m ¡ n ¯ cp¶XpamW. ap I fnÂ]d ª ncn ¡ p¶ \nÀt±i § Ä FÃm k I IcW kwL § fpw \S¸nÂ വരുത്തുന്നതിന് ശ്രദ്ധിക്കേണ്ടതാണ്.

_m_p tP ¡ _
k I IcWkwLw cPnk{SmÀ

\¼À F¨. Pn. (2)32596/80

k I IcWkwLw cPnk{SmÀ B ^o k ,
Xncph\ ´]pcw, 1980 Pqsse 14

kÀ ¡ peÀ \¼À 51/80

hnj bw: **k I IcW kwL § fnÂ]«nIPmXnþ]«nI hÀ¤ ¡mÀ ¡ p AwKXz¯ n\pf f B \p I qey § Ä kw_ Ôn¨.**

kqN\: **Cu B ^oknse 25þ5þ1980þse 34/80 \¼À kÀ ¡ peÀ.**

kqN\bnse kÀ ¡ pednÂ]«nIPmXnþ]«nI hÀ¤ ¡ mÀ ¡ kÀhok k I IcWkwL § Ä, I mÀj nt I Xc hmb]m k I IcW kwL § Ä, I cnP³þKncnP³ k I IcWkwL § Ä ChbnÂ AwK§fmbn tNcphm³ Hm I cnhne bpsS 10% am{Xw AS¨mÂ aXnsb ¶pw Hm I cnkwJy പൂർണ്ണമാക്കുന്നതിനുവേണ്ടി വരുന്ന ബാക്കി തുക ഗവൺമെന്റു ഗ്രാന്റായി

നൽകുന്നതാണെന്നും ചൂണ്ടിക്കാണിച്ചിരുന്നു. മാത്രമല്ല, സംഘം നിബന്ധനകളിൽ Fs´ms¡]dª ncp¶mepw C¡mcy¯nÂ kwLw `cWkanXn Xocpam\saSp¯mÂ aXnsb¶pw \nÀt±in¨ncp¶p. F¶mÂ, GXm\pw Nne klIcW kwL§Äss_embnÂ “]mÀ« t]saâ” A\phZn¡p¶nsÃ¶ lmcW¯mÂ lcnP\/KncnP\§Ä¡ kÀ¡mÀ A\phZn¨n«pff B\pIqey§Ä \nt j [n¡p¶ hn[¯nÂ AwKXzw \ÂIp¶nÃ F¶ Imcyw {i²bnÂs¸«ncn¡p¶p. CX XnI¨pw tJZIcamb Hcp hkXpXbmW. km¼¯nI, kmaqlnI cwK§fnÂ AhiX A\p`hn¡p¶ lcnP\/KncnP\§Ä¡ Dt±in¡s¸«n«pff B\pIqey§Ä]camh[n പരിരക്ഷിക്കേണ്ടതാവശ്യമാണ്. സഹകരണ സംഘങ്ങൾ അവയുടെ ഭരണസമിതിയുടെ തീരുമാനപ്രകാരം ഈ പദ്ധതി നടപ്പിലാക്കേണ്ടതാണ്. ഇക്കാര്യത്തിനായി വേണമെന്നുണ്ടെങ്കിൽ ബൈലാ നിബന്ധനകൾ മുൻകാല പ്രാബല്യത്തോടെ ഭേദഗതി ചെയ്യേണ്ടതാണ്. മാത്രമല്ല, ഒരു ഓഹരിയുടെ വിലയുടെ 10% \ÂIn AwKXz¯n\t] £n¨n«pff FÃm lcnP\/KncnP\§Ä¡pw]qÀ® Hm lcn \ÂIn AhÀ¡ hmb]IÄ DÄs¸sSbpff AwK¯nsâ FÃm അവകാശാനുകൂല്യങ്ങളും നൽകേണ്ടതുമാണ്.

_m_p tP¡_
klIcW kwLw cPn k{SmÀ

GOVERNMENT OF KERALA

Agriculture (Co-operation) Department

ORDER

G.O.MS. 473/80/AD Trivandrum, 9th December 1980

S.R.O.No.38/81- Whereas clause (e) of sub rule (2) of Rule 16 of the Kerala Co-operative Societies Rules, 1969 provides that no person shall be eligible for admission as a member of a Co-operative Society, if he is a paid employee of the society or of its financing Bank or of any society for which it is the financing Bank;

And whereas there is a long standing demand from various corners of the Co-operative sector to exempt the Housing Co-operative Societies in the State from the provisions of the said clause to enable them to admit their employees as members of the said societies for making house construction loans available to them;

And whereas the Government have examined the matter in detail and are satisfied that the exemption of the Housing Co-operative Societies in the State from clause (e) of sub-rule (2) of rule 16 of the said Rules is necessary to

enable the said societies to admit their employees as members of such Societies for making house construction loans available to such employees;

Now, therefore, in exercise of the powers conferred by rule 181 of the Kerala Co-operative Societies Rules, 1969, the Government of Kerala hereby exempt all the Housing Co-operative Societies in the State from the provision of clause (e) of sub-rule (2) rule 16 of the said Rules for the limited purpose of enabling them to admit their employees as members of the said Societies to make house construction loans from such societies available to them.

By order of the Governor
S.Perumal Pillai
Additional Secretary

\¼À F¨. Pn. (1) 63840/83 — k l lcW kwLw cPn k{SmÀ Hm^ok, Xncph\´]pcw, 1983 Unkw_À, 28

kÀ¡peÀ \¼À 71/83

hnjbw: **lcnP\ k l lcW kwL §Äþ]«nIPmXnbnÂ \n¶pw aX]cnhÀ¯\wsNbX {InkXpaXw kzolcn¨hÀ¡ AwKXzw \eIp¶Xp kw_Ôn¨ \nÀt±i §Ä.**

ImÀjnI hmb]m k l lcW kwL §Ä DÄs¸sSbpff k l lcW kwL §fnÂ lcnP\ §Ä¡ AÀ lamb {]mXn\n[yhpw {]tbmP\hpw e`yamIp¶nsÃ¶ t_m²ys¸« kmlNcy¯nÂ AhÀ¡mbn {]tXyIw സഹകരണ സംഘങ്ങൾ രൂപീകരിക്കുവാൻ തീരുമാനിക്കുകയുണ്ടായി. അപ്രകാരം cq]oIrXamb lcnP\ k l lcW kwL §Ä¡ ks]jÂ Iwt]mWâ ¹m\nÂ {]tXyIw XpI h l amän [\ k lmbw A\phZn¨phcnIbmW.

lcnP\ k l lcW kwL §fpsS \nbamhen A\pkcn¨ lcnP\ k l lcW kwL §fnÂ lcnP\ §Ä¡ (]«nIPmXn¡mÀ¡) am{Xta AwKXz¯n\ AÀlXbpffp. F¶mÂ,]e lcnP\ k l lcW kwL §fnepw]«nIPmXn¡mcnÂ \n¶pw aX]cnhÀ¯\w sNbX {InkXpaXw kzolcn¨hsc]«nIPmXn¡mcmbn IW¡m¡n AwKXzw \Âln]«nIPmXn¡mÀ¡pff B\pIqey§Ä \eInhcp¶Xmbn ImWp¶p.]«nIPmXn¡mcnÂ \n¶pw aX]cnhÀ¯\w sNbX {InkXpaXw kzolcn¨hÀ¡ hnZym`ymk¯n\pff B\pIqeysamgnsI aä B\pIqey§Ä¡ AÀlXbnÃ. {InkXpaXw kzolcn¨ ]«nIPmXn¡mÀ¡ Nne lcnP\ k l lcW kwL §fnÂ AwKXzw \ÂInhcp¶Xp ImcWw, kÀ¡mcnÂ \n¶pw ]«nIPmXn¡mÀ¡ \ÂIn hcp¶ B\pIqey§Ä A{] Imcapff hÀ¡pw e`n¡p¶Xn\ ImcWamIp¶p.]«nIPmXn¡mÀ¡

k l IcW kÀ¡peÀ kam Imcw

AhcptSXmb k l IcW kwL §Ä hgn e`yamIp¶ B\pIqey§Ä AÀIcmbhÀ¡ am{Xw e`yamIp¶ Imcyw Dd¸phcp¯p¶Xn\mbn Xmsg¸dbp¶ \nÀt±i §Ä \ÂIp¶p.

(1) IcnP\ k l IcW kwL §fnÂ \n¶pw]«nIPmXn¡mcÃm¯ hsc \o¡w sN¿pIbpw]pXnb AwK§sf tNÀ¡pt¼mÄ]«nIPmXn¡mcmsW¶ sXfnbn¡p¶Xn\pff kÀ«n^n¡ä ImPcm¡p¶ hcpsS AwKXz¯n\pff At]£ am{Xw]cnKWn¡pIbpwsN¿p¶p. C{] Imcapff \nÀt±iw FÃm IcnP\ k l IcW kwL §Ä¡pw \eIpIbpw, {] kXpX \nÀt±i §Ä ഹരിജന സഹകരണ സംഘങ്ങൾ, പാലിക്കുന്നുണ്ടെന്ന് മുന്നു amk¯nsemcn¡Â]cnt im[n¨ t_m²ys¸SpIbpw sN¿pI.

(2)]«nIPmXn¡mcÃm¯ hÀ¡ AwKXzw \eInbn«pff IcnP\ k l IcW kwL §fnÂ A{] ImcapffhÀ¡ kÀ¡mcnÂ \n¶pw e`yamIp¶ HmIcn]eni Cfh BZnbmb B\pIqey§fpw hmb] apXembhbpw നല്കേണ്ടതില്ലെന്ന് ഹരിജന സഹകരണ സംഘങ്ങൾക്ക് നിർദ്ദേശം നല്കുകയും, പ്രസ്തുത നിർദ്ദേശം സംഘങ്ങൾ പാലിക്കുന്നുണ്ടെന്ന് Dd¸phcp¯pIbpw sN¿pI.

(3) IcnP\ k l IcW kwL §Ä]pXnbXmbn cq]oIcn¡s¸Spt¼mÄ]«nIPmXn¡mÀ¡p am{Xta AwKXzw \eImhqsb¶ \nj¡Àjn¡p¶tXmsSm¸wSn kwL §ÄcPnkäÀsNbXp Ign ª mÂ{] kXpX kwL §Äaq¶pamk¯nsemcn¡Â]cnt im[\\S¯n AÀIcmbhÀ¡ am{Xsa AwKXzw \eInbn«pffpsh¶ t_m²ys¸SpIbpw thWw.

taÂ \nÀt±i §Ä \S¸nem¡phm³ FÃm tPmbnâ cPnk{SmÀamcpw അസിസ്റ്റന്റ് രജിസ്ട്രാർ (ജനറൽ) മാരും പ്രത്യേകം ശ്രദ്ധ പതിപ്പിക്കേണ്ടതാണ്.

sI. Fw. _melrjW³
k l IcWkwLw cPnk{SmÀ

No.G/13359/85. Office of the Registrar of Co-operative Societies,
Trivandrum, 4-3-1985

CIRCULAR No. 12/85

Sub: **Prohibition of dual membership in Credit/Housing Societies instructions issued.**

Rule 27 (1) of the Kerala Co-operative Societies Rules prohibits a person from being admitted as a member of a Credit Society or a Housing Society, without

the previous sanction of the Registrar of Co-operative Societies if in the date of such application, such a person is a member of any other such credit society or housing society. Sub Rule 2 of Rule 27 stipulates that where a person has become a member of any such credit or housing society in contravention of the above provision in the Rules, such society shall remove him from membership upon a written requisition from the Registrar.

(2) The need for an administratively efficient, financially strong and economically viable primary credit society at village level has already been stressed. Steps are also under way for removing the overlapping of jurisdiction of the primary agricultural credit societies and the elimination of dual membership in such societies either by amalgamating the potentially viable societies or by liquidating the dormant ones. Reorganisation of Primary Agricultural Credit Societies by amalgamation or liquidation is a time consuming process requiring several formalities to be undergone. But dual membership resulting in multiple borrowing from more than one credit society at the same time should not be allowed to continue.

(3) All Joint Registrars are requested to initiate action to eliminate such dual memberships. They will take immediate steps to ensure that no person is allowed to continue as a member of more than one credit society or Housing society, if he is already a member of any other such Credit or housing society. A list of such persons having dual membership in each society should be got drawn up and immediate steps taken to remove him from dual membership after giving such member an option to choose the Credit/Housing Society in which he intends to continue his membership.

(4) All Joint Registrars will take immediate steps in this regard so as to ensure that all cases of dual membership are removed by 30-6-1985 and a report in the matter furnished to the Registrar by 31-7-1985.

M. Vijayanunni
Registrar of Co-operative Societies

No.CP(4) 44141/85 Office of the Registrar of Co-operative Societies,
Trivandrum, 20-8-1985

CIRCULAR No. 33/85

Sub: **Disqualification of a member of a Credit Society under Rule 27 on account of dual membership-Disqualification of a member of a committee under Rule 44 of the Rules-expeditious action-instructions issued**

k l IcW kÀ ¡ peÀ kam I mcw

While considering a petition from a member of a Credit Society alleging delay in proceeding against members of the committee of a credit society on account of dual membership the petitions committee of the Legislature observed that there has been instances of undue delay in disposal of cases relating to disqualification of members of committee of societies on account of disqualification under Rule 27 and 44. While in certain cases quick action is taken others are delayed. The District Officers do not appear to follow any time schedule in this regard.

The Joint Registrars are informed that in disposing of cases of disqualification of members of a society or committee uniform procedure has to be adopted so that such cases are dealt with in a manner which does not give room for allegation of bias. Impartial and just disposal of such cases within the shortest possible time has to be ensured. The Joint Registrars should not only be impartial and just but also appear to be so. The following instructions are issued for guidance and strict compliance.

No person shall be a member of two Credit/Housing Societies under Rule 27 (1). If any person has become a member, in contravention of Rule 27 (1), of another credit/Housing Society the Joint Registrar will direct the latter society to remove such person from the membership of the society. The Joint Registrar may have to enquire into such cases to satisfy himself of the facts of the case before issuing a direction under Rule 27 (2). Such enquiry shall be made quickly and the direction issued within two months of the date on which dual membership is noticed by the Joint Registrar.

If on the date of issue of direction, as mentioned above, the person concerned happens to be a member of the committee of the society he will cease to be so. The Joint Registrars will, in such cases, issue notice under section 44 (3) to the member of the committee inviting objections, if any against declaring him as disqualified to be a member of the committee simultaneously with the directions to the society under Rule 27 (2).

Proceedings under Rule 44 of the Rules shall also be completed expeditiously. The notice to the member of the committee inviting objection, if any, against the proposed declaration of disqualification shall be issued within 15 days of receipt of intimation of alleged disqualification from the subordinate officer or a member of the society or the financing Bank. The member of the committee will be given notice to state his objections, if any, within 15 days of issue of the notice. If the member desires to be heard he shall be given the

opportunity within seven days of receipt of his written statement of objections by the Joint Registrar. The final orders disposing of the case shall be passed within 15 days of receipt of the written statement of objections or the date of personal hearing as the case may be.

The receipt of this Circular will be acknowledged.

K. V. Harikrishnan Nair
Registrar of Co-operative Societies

PROCEEDINGS OF THE REGISTRAR OF CO-OPERTIVE SOCIETIES KERALA

PRESENT: P. Prabakaran

No.G.14233/88 Trivandrum, 18-1-1989

Sub: **Co-operative Societies-Admission of the members of the Scheduled Caste/Scheduled Tribe Co-operative Societies in the Primary Agricultural Credit Societies previous sanction issued.**

Read: **1. Govt.letter No.11868/C2/87/Coop. Dated 1-12-1987.**

2. Govt.letter No.2028/A2/88/Coop.dated 21-12-1988.

ORDER

As per sub-rule (1) of rule 27 of the K.C.S. Rules, 1969 a person applying for admission as a member of any credit society (not being Land Mortgage Bank, House Mortgage Bank or Financing Bank) or a housing society shall be admitted as such member only with the previous sanction in writing of the Registrar, if on the date of such application such person is a member of any other such credit society or housing society. According to the classification of societies in the Rule 15 of the said Rules, Scheduled Caste Co-opertive Societies/Scheduled Tribe Cooperative Societies and Primary Agricultural Credit Societies such as service Coopertive Societies/Bank, Farmers Service Co-operative Banks, come under the type of “Credit Societies”. Therefore members of the Scheduled Caste Cooperative Societies/Scheduled Tribe Co-operative Societies are not eligible for membership in the Primary Agricultural Credit Societies without the previous sanction of Registrar.

The Scheduled Caste Co-operative Societies and Scheduled Tribe Co-operative Societies are primarily organised for generating employment opportunities

to their members and, therefore, these societies may not be in a position to meet the members needs relating to agriculture, etc. In the circumstances, the admission of the members of the Scheduled Caste Co-operative Societies/Scheduled Caste Co-operative Societies in the Primary Agricultural Credit Societies as members is long felt necessary. In the letters read as 1st & 2nd papers above, Government have directed to issue permissive sanction for the admission of the members of the Scheduled Castes Co-operative Societies in the Primary Agricultural Credit Societies.

In the above circumstances, sanction is accorded by invoking powers vested on me under Rule (1) of rule 27 of the K.C.S. Rules, 1969, for the admission of the members of the Scheduled Caste Co-operative Societies and Scheduled Tribes Co-opertive Societies included under item 2 (c) of rule 15 of the said Rules as members of Primary Agricultural Credit Societies such as Service Co-operative Societies/Banks and Farmers Service Co-operative Banks.

The Primary Agricultural Credit Societies shall consider application for membership of these members if otherwise they are qualified for membership.

P. Prabakaran
Registrar of Cooperative Societies

\¼À kn.F Â.än. (3) 21990/92 — k l lcW kwLw cPn k{SmÀ B^okv, Xncph\´]pcw, 28þ4þ92

kÀ¡peÀ \¼À 16/92

hnjbw: **{]mYanI k l lcW kwL§fnÂ AwK§sf tNÀ¡p¶Xns\ ¡pdn¨v \nÀt±i§Ä kw_Ôn¨v.**

kqN\: **27þ4þ92 se 75/92/F.]n. kn. \¼À kÀ¡mÀ I¯v.**

7þ2þ92 se 3/92þmw \¼À HmÀUn\³ kv {]Imcw Imemh[n Ignª k l lcW kwL§Ä/_m¦pIÄ F¶nhbnse `cWkanXnIÄ¡v]Icambn NmÀsPSp¯ AUvan\nkvt{SäÀamÀ kwL§fnÂ/_m¦pIfnÂ]pXnb AwK§sf tNÀ¡p¶XnÂ hnapJX ImWn¡p¶Xmbpw AXv ImcWambn {]mYanI ImÀjnI hnIk\ _m¦pIfptSbpw aäv hmbv] k l lcW kwL§fpsSbpw hmbv]m hnXcWs¯ {]XnIqeambn ബാധിക്കുന്നതായും പരാതി ഉണ്ടായിരിക്കുന്നതിനാൽ ഇക്കാര്യത്തിൽ അഡ്മിനിസ്ട്രേറ്റർമാർ താഴെ പറയുന്ന നിർദ്ദേശങ്ങൾ പാലിക്കേണ്ടതാണ് എന്ന് Adnbn¨ps Imffp¶p.

AwKXzw

1. AXmXp kwL§fpsS/_m¦pIfpsS {]hÀ¯\]cn[nbnÂs¸Sp¶ BfpIÄ AwKamIp¶Xn\pff At]£]qcn¸n¨ \ÂInbmÂ 7 Znhk¯n\Iw At]£]cntim[n¨ aä AtbmKyXIÄ CsÃ¦nÂ അംഗത്വം നൽകേണ്ടതാണ്.

2. taÂ]d ª {]Imcw AwKXzw \ÂIp¶Xn\ ap³] At]£ IÀ, kYm]\¯nÂ \n¶pw [\kImbw e`n¡p¶Xn\pff Bhiy¡mcmsW¶ പ്രത്യേകം പരിശോധിക്കേണ്ടതാണ്.

3. hcÄ¨ \nhmcW¯n\mbn 20,000 IñWdpIfpw 5000]¼psk äpIfpw \ÂIp¶Xn\pff]²Xn kwkYm\ kÀ¡mÀ Bhnj¡¡cn¨n«pffXn\mÂ C¡mcy¯nÂ Bhiy¡mcmb IÀj IÀ¡ AwKXzw\ÂIp¶Xn\ FÃm {]mYanI kIIcW kwL§fpw Bhiyamb \S]Sn DS\Sn സ്വീകരിക്കേണ്ടതാണ്.

hn. F k. sk´nÂ
kIIcW kwLw cPnk{SmÀ

\¼À Fw.än (1) 25131/92 — kIIcW kwLw cPnk{SmÀ B^okv, Xncph\´]pcw 30þ7þ1991

kÀ¡peÀ \¼À 26/92.

hnjbw: **kIIcW Bip]{XnIfpw Unkvs]³kdnIfpw AwK§Ä¡v dnt_äv A\phZn¡p¶Xp, kw_Ôn¨p \nÀt±i§Ä]pds¸Sphn¡p¶p.**

kIIcW Bip]{XnIfptSbpw Unkvs]³kdnIfptSbpw hnhn[{]i\§Ä]Tn¡p¶Xn\ 28þ5þ1992 Â kIIcWhIp¸pa{´n hnfn¨pIq«nb kt½f\¯nÂ {]kXpX kYm]\§fnÂ AwK§fmb hyIXnIfpsS NnInÂkms¨ehnsâ 10%þ¯nÂ A[nIcn¡m¯ kwJy AXmXv kYm]\§fnÂ \n¶pw dnt_ämbn A\phZn¡phm³ Bip]{Xn/Unkvs]³kdn kIIcW kwL§sf A\phZn¡ Wsa¶ s]mXphmb Hcp \nÀt±iw kwLw{]Xn\n[nIÄ apt¶m« വയ്ക്കുകയുണ്ടായി. ഇപ്രകാരം ആശുപത്രി/ഡിസ്പെൻസറി സഹകരണ സംഘങ്ങളിലെ AwKkwJybpw ape[\hpw hÀ²n¡p¶Xn\pw NnInÂkm kuIcy§Ä IqSpXÂ {]tbmP\s¸Sp¯p¶Xn\pw XZzmcm {]kXpX kYm]\§fpsS{]hÀ¯\w IqSpXÂ hn]peoIcn¡phm³ km²yamIpsa¶pw ImWp¶p.

taÂ]d ªncn¡p¶ kmlNcy§fnÂ Xmsg¸dbp¶ hyhkYIÄ¡ hnt[bambn Bip]{Xn/Unkvs]³kdn kIIcW kwL§fnse AwK§fmb hyIXnIfnÂ \n¶pw AXmXv kYm]\§Ä hnhn[NnInÂkmC\§fnÂ hkqÂ sN¿p¶ ^oknÂ dnt_äv A\phZn¡p¶ Imcy¯nÂ AXmXp kwL§fpsS km¼¯nI \ne]cnKWn¨ Xocpam\wssIs¡mffphm³ A\phZn¨ncn¡p¶p.

k l IcW kÀ¡peÀ kam I mcw

1. AwK § Ä ¡ dnt _ä A \phZn ¡ p¶ Xn\ B h i yamb hyh k Y I Ä _ Ôs ¸« k Ym] \ § fpsS \nbamhenI fnÂ t`ZKXn DÄs¸ Sp¯nbncn¡ Ww.

2. I pd ª Xv1000/þcq] Hm I cn FSp¯ AwK § Ä ¡ pam{Xta dnt _ä B \p I qeyw A \phZn ¡ mhq.

3. 1000/þcq] apXÂ 5000/þcq] hsc Hm I cn FSp¯ hÀ ¡ NnInX kmsNehnsâ _nÃ {] I mcapf f Xp I bpsS 5% dnt _ä A \phZn ¡ mhp¶ XmW. C{] I mcw dnt _ämb HcwK¯n\ Hcp hÀ j w A \phZn ¡ p¶]camh [nXp I {] k XpX AwK¯nÂ FSp¯n«pf f Hm I cn Xp I bpsS 10%þÂ A [n I cn ¡ phm³]mSnÃ.

4. Hm I cn FSp¯ AwKambn«pf f hy I XnbpsS NnInÂ km sNehn\pf f _nÃn\p am{Xta dnt _ä A \phZn ¡ mhq. IpSpw_mwK § fpsStbm aäp _ Ôp ¡ fpsStbm NnInÂ km sNehn\p dnt _ä A \phZn ¡ phm³]mSnÃ.

hn. F k. sk ³ XnÂ
k l IcW kwLw cPn k{SmÀ

\ ¼À Pn. 47645/96

k l IcW kwLw cPn k{SmÀ B ^o k,
Xncph \ ´]pcw, 13þ3þ97

kÀ ¡ peÀ \ ¼À 9/97

hn j bw: **k l IcWwþk l IcW kYm] \ § fnse AwKXz]cnt i m[\ \S¯p¶Xp kw_Ôn¨ \nÀt±i § Ä]pds¸Sphn ¡ p¶p.**

kqN\: **17048/96þmw \ ¼À H.]nbnÂ _ Ip.t I cf ss I t ¡ mSXnbpsS 18þ11þ96 se hn[n.**

1969þse t I cf k l IcW \nba¯nse 66þmw h I p¸ {] I mcapf f]cnt i m[\ hÀ j¯nsemcn ¡ se¦nepw \S¯ Wsa¶pw]cnt i m[\ kab¯ kwL § Ä sa¼À j n¸ \Â I nb \S]Sn]cnt i m[n¨ GsX¦nepw A]m I X ഉണ്ടോ എന്ന് പരിശോധിക്കേണ്ടതാണെന്നും ബഹു.കേരള ഹൈക്കോടതി kqN\ hn[nbnÂ \nÀt±i in¨ncn ¡ p¶p. Hmtcm k l IcW hÀ j¯nsâ Ah km\¯nepw sa¼À j n¸ hÀ ² \sb ¡ pdn¨ Hcp]cnt i m[\ \S¯n Ah \nbam\pkrXamtWm F ¶ Xns\ kw_Ôn¨ Hcp dnt¸mÀ« \Â I Wsa¶p C{] I mcw sNbXn«pf f k l IcW kwL § fnse thm«À]«n I bn³ taepf f _ I p`qcn] £ w XÀ ¡ § fpw Hgnhm ¡ phm³ km[n ¡ psa¶ _ I pam\s¸« ഹൈക്കോടതി ചൂണ്ടിക്കാണിച്ചിട്ടുണ്ട്.

B bXn\mÂ k l IcW kYm] \ § fnÂ AXmX k l IcW hÀ j w Ah km\n ¡ p¶ Xn\p ap¼mbn Xs¶ 1969se t I cf k l IcW \nba¯nse 66þാം വകുപ്പ് പ്രകാരമുള്ള ഒരു പരിശോധന നടത്തേണ്ടതും ടി പരിശോധന \S¯pt¼mÄ k l IcW kwL § fnse AwKXzw {] tXy I w

AwKXzw

പരിശോധിക്കേണ്ടതും അവ നിയമാനുസൃതമാണോ അല്ലയോ എന്നുള്ള hnhcw കുടി പരിശോധനാ റിപ്പോർട്ടിൽ ഉൾപ്പെടുത്തേണ്ടതുമാണ്. ഇപ്രകാരം ചെയ്താൽ sXcs ª Sp¸p Sn kab¯ AwKXzw kw_Ôn¨pff]cmXn IÄ Hgnhm¡mhp¶XmW.

Cu kÀ¡peÀ \nÀt±iw k I IcW hIp¸nse _Ôs¸« ഉദ്യോഗസ്ഥൻമാർ കർശനമായി പാലിക്കേണ്ടതാണെന്നു നിർദ്ദേശിക്കുന്നു.

സർക്കുലർ കൈപ്പറ്റിയ വിവരം അറിയിക്കേണ്ടതാണ്.

\fn\n s\täm, sF. F. F k.
k I IcW kwLw cPn k{SmÀ

\¼À kn.]n. (1) 26886/95 — k I IcW kwLw cPn k{SmÀ B^okv, Xncph\´]pcw, 31þ7þ98

kÀ¡peÀ \¼À 29/98

hnjbw: **k I IcW k Ym]\§fnÂ AwKXzw t\Sp¶Xn\mbn kaÀ¸n¡p¶ At]£ Ifn³taÂ Xocpam\wssIs¡mffp¶Xþ kw_Ôn¨v**

1969 se tIcfm k I IcW kwLw \nba¯nse hIp¸v 16 (2) {] Imcw "അംഗത്വ അപേക്ഷയിൻമേലുള്ള തീരുമാനം അപേക്ഷ കിട്ടിയ തിയതി മുതൽ രണ്ട് മാസത്തിനകം എടുക്കേണ്ടതാണ്" F¶pw hIp¸v 16(3) {] Imcw "GsX¦nepw hyIXnbpsS AwKXzw \nt j [n¡s¸SpIbmsW¦nÂ aXnbmb Xnck¡cW ImcW§tfmSp IqSn A{] Imcw Xocpam\saSp¯v]Xn\© Znh k¯n\ Iw {] kXpX hyIXnsb kwLw Adnbn¨ncn¡ Ww" എന്നും വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. F¶mÂ k I IcW k Ym]\§fnÂ AwKXzw t\Sp¶Xn\mbn AXmXp k Ym]\§fnse \nbamhen hyh k Y IÄ¡p hnt[bambn kaÀ¸n¡p¶ At]£ Ifn³taÂ taÂ hyh k Y {] Imcw Xocpam\w ssIs¡mffp¶Xn\v കാലവിളംബം നേരിടുന്നതായി ഈ ആഫീസിന്റെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്.

B IbmÂ k I IcW \nba¯nÂ hyh k Y sNbXn«pff {] Imcw k I IcW k Ym]\§fnÂ e`n¡p¶ AwKXz At]£ Ifn³taÂ At]£m തീയതി മുതൽ രണ്ട് മാസത്തിനകം തീരുമാനമെടുക്കുകയും, ഏതെങ്കിലും hyIXnbpsS AwKXz At]£ \nck n¡pIbmsW¦nÂ A{] Imcw Xocpam\saSp¯v]Xn\©p Znh k¯n\ Iw \nck n¡p¶Xn\pff hyIXamb ImcW§Ä k InXw {] kXpX hyIXnsb kwLw Adnbn¡pIbpw ചെയ്യണമെന്ന കാര്യം മേലിൽ കർശനമായും പാലിക്കേണ്ടതാണെന്ന് അറിയിക്കുന്നു.

joem tXmak sF. F. F k
k I IcW kwLw cPn k{SmÀ

k l IcW kÀ ¡ peÀ kam I mcw

\¼À Pn. (1) 5401/98 | k l IcW kwLw cPn k{SmÀ Hm^o k,
Xncph\´]pcw, 29þ5þ99

kÀ ¡ peÀ \¼À 22/99

hn j bw: **k l IcW h Ip¸þkwkYm\s¯ k l IcW kYm]\§fnse s]mXptbmK§fnÂ]s¦Sp¡p¶ AwK§Ä¡pff `£W sNehþ\nÀt±iw \Â Ip¶Xp kw_Ôn¨.**

kqN\: **Cu B^okn se 20þ8þ91se 23/91þmw \¼À kÀ ¡ peÀ.**

kqN\ kÀ¡peÀ {]Imcw em`¯nÂ {]hÀ¯n¡p¶ k l IcW kwL§fnse s]mXptbmK§fnÂ ]s¦Sp¡p¶ AwK§Ä¡p `£Ww \Â Ip¶Xn\pw aäpambn HcwK¯n\ ]camh[n]¯pcp] F¶ tXmXnÂ sNeh sN¿p¶Xn\pw \jS¯nÂ {]hÀ¯n¡p¶ k l IcW kwL§ÄCuC\¯nÂ HcwK¯n\ aq¶ cq] bnÂ A[nIcn¡m¯ XpI sNeh sN¿p¶Xn\pw A\paXn \ÂInbncp¶p. Sn \nc¡pIÄ hfsc A]cym]XambXn\mÂ Cu C\¯nÂ sNehm¡p¶ XpI bpsS tXmXpIÄ hÀ²n¸n¡ Wsa¶ B h iyw {i ²bnÂs¸«ncn¡p¶p. taÂ B h iyw]cnt im[n¨Xnsâ ASnkYm\¯nÂ k l IcW kwL§fnse s]mXptbmK§fnÂ]s¦Sp¡p¶ AwK§Ä¡p `£Ww \Â Ip¶Xn\pw aäpambn sNehm¡p¶ XpIsb kw_Ôn¨ kqN\ kÀ¡pedn se \nÀt±iw NphsS tNÀ¯ncn¡p¶ {]Imcw]cnj ¡cn¡p¶p.

em`¯nÂ {]hÀ¯n¡p¶ k l IcW kwL§Ä AhbpsS s]mXptbmK¯nÂ ]s¦Sp¡p¶ AwK§Ä¡ `£Ww \Â Ip¶Xn\mbn HcwK¯n\ ]camh[n Ccp]¯nb©pcq] (25 cq]) F¶ tXmXnÂ sNeh sN¿mhp¶XmW. \jS¯nÂ{]hÀ¯n¡p¶ k l IcW kwL§ÄCuC\¯nÂ sNehm¡p¶ XpI bmsXmcp ImcWh imepw HcwK¯n\ F«p cq] (8 cq])bnÂ A[nIcn¡m³]mSnÃm¯ XmIp¶p. _Ôs¸«h I¸ DtZymKkY³amÀ Sn \nÀt±iw AhcpsS \nb{´W¯nepff FÃm k l IcW kYm]\§fpsSbpw {i ²bnÂ കൊണ്ടുവരേണ്ടതാണ്.

hn.]n. tPmb sF. F. F k.
k l IcW kwLw cPn k{SmÀ

\¼À Pn.(1) 29351/99 | k l IcW kwLw cPn k{SmÀ B ^o k,
Xncph\´]pcw, 24þ9þ99

kÀ ¡ peÀ \¼À 33/99

hn j bw: **k l IcWwþ k l IcW kwL§fnÂ AwKXzw \Â Ip¶Xp kw_Ôn¨þ\nÀt±i§Ä]pds¸Sphn¡p¶p**

AwKXzw

kqN\: **13þ3þ97 se Cu B ^okn se 9/97þmw \¼À kÀ¡peÀ**

kqN\ kÀ¡peÀ{] Imcw k l IcW kYm]\§fnÂ AXmXp k l IcW hÀjw A h km\n¡p¶Xn\p ap¼mbn Xs¶ 1969þse tIcf k l IcW kwLw നിയമത്തിലെ വകുപ്പ് 66 പ്രകാരമുള്ള പരിശോധന നടത്തേണ്ടതും ടി പരിശോധനയിൽ സഹകരണ സംഘങ്ങളിലെ അംഗത്വം പ്രത്യേകം പരിശോധിക്കേണ്ടതാണെന്നും നിർദ്ദേശം നൽകിയിട്ടുണ്ടായിരുന്നു. എങ്കിലും സഹകരണ സംഘം നിയമത്തിലേയും N« § fpsSbpw hyh kYIÄ]men¡msX k l IcW kwL § fnÂ AwKXzw \ÂIp¶XmbnCu B ^oknsâ{i ²bnÂs¸«ncn¡p¶p. taÂ kmINcy¯nÂ k l IcW kwL § fnÂ AwKXzw \ÂIp¶Xp kw_Ôn¨ NphsS tNÀ¯ncn¡p¶ \nÀt±i §Ä \ÂIp¶p.

1. 1969þse tIcf k l IcW kwLw \nba¯nse hIp¸ 16se bpw N«w 16 se bpw, kwLw \nbamhenbpsSbpw hyh kYIÄ¡pw, \n_Ô\IÄ¡pw hnt[bambn am{Xta k l IcW kwL § fnÂ AwKXzw \ÂIm³]mSpffp.
2. \nbam\pkrXaÃmsXbpw {Iahncp²ambpw \ÂIp¶ AwKXzw]cnt im[n¨ k l IcW kwLw \nba¯nse N«w 16 (4) {] Imcw AwKXzw റദ്ദാക്കുന്നതിനുള്ള നടപടികൾ ഉടനെ സ്വീകരിക്കേണ്ടതാണ്.
3. C{] Imcw \S]SnIÄ kzoIcn¡p¶XnÂ hogN hcp¯p¶ hIp¸ DtZymKkY³amÀs¡Xnsc IÀi\ \S]SnIÄ kzoIcn¡p¶XmW.
4. സൂചന സർക്കുലറിലെ നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കുന്നുണ്ടെന്ന് ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻ ഉറപ്പു വരുത്തേണ്ടതാണ്.

hn.]n. tPmbn sF. F. F k.
k l IcW kwLw cPn k{SmÀ

No. G(3) 46324/69 Office of the Registrar of Co-operative Societies.
Trivandrum, 31 January 1970

CIRCULAR No. 7/70

Sub: **Nomination of Circle Officers and Unit Inspectors on the Board of Management-Instructions issued.**

It is observed that the Circle Officers and Unit Inspectors are being nominated to the Board of Management of several societies. They are also to be arbitrators and officers to carry out execution work and this would amount to a member on the Board of the society becoming the Arbitrator or the Sale Officer. It has therefore been decided that such officers need not be nominated to the Committees of societies. The Deputy Registrars are therefore informed that the nomination if any already made may be cancelled forthwith. Wherever the bye-laws provide for the nomination of the inspector or Circle Officer as ex-officio member of the Committee the societies may be advised to amend the bye-laws suitably by deleting such provision.

(Sd/-)
For Registrar of Co-operative Societies

PROCEEDINGS OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES, KERALA

No.G3-29488/73 4th April 1975

Sub: **Co-operative Societies-Payment of travelling allowance, daily allowance and sitting fees to the members of the societies and of the committee-Fixation of Maximum Limits-Ordered.**

ORDER

According to Sub clause (5) of clause 48 of the Kerala Co-opertive Societies Rules, the Registrar shall fix the maximum rates of travelling allowances and daily allowances or sitting fees for any society or class of societies and each society may fix the rate in its own bye-laws with reference to its financial resources. Under clause 199 of the same rules, the employees of societies shall be eligible for T.A. at the same rates admissible to Government employees in accordance with the provisions of the Kerala Service Rules. In order to avoid disparity in the rates of T.A. and D.A. of employees and Committee members,

the maximum rates of T.A.and D.A. to the members of the societies and the committees are hereby fixed as the same rates admissible to the Chief Executive (Paid employee) of the society concerned under the existing rules. In the cases of societies where there are no paid employees, the committee members may draw T.A. and D.A. at the rates admissible to the lowest category of Class III officers as prescribed under the K.S.R. The sitting fee shall be equivalent to one daily allowance.

2. This order shall apply to all Co-operative institutions under the administrative control of the Registrar of Co-operative Societies other than Apex Institutions, District Co-operative Banks, Wholesale Co-operative Stores and Primary Land Mortgage Banks.

(Sd/-)
Registrar of Co-operative Societies

No.G (3) 9398/75 — Office of the Registrar of Co-operative Societies, Trivandrum, 24th March 1976

CIRCULAR No. 16/76

Sub: **Co-operative Societies-Government nominees on the Board of Directors of Co-operative Societies-Duties and responsibilities-Instructions-Issued.**

Under Section 31 of the Kerala Co-operative Societies Act Government or any authority specified by the Government in this behalf shall have the right to nominate certain number of members to the Committees of certain Societies in which Government have got financial interest. Accordingly nominations are made by the Deputy Registrars or Registrar or Government as the case may be. The nominated Directors stand on a par with the other Directors in the matter of their powers and responsibilities as stipulated in the Kerala Co-operative Societites Act and Rules and the bye-laws of the society concerned. They are also responsible for safeguarding the interest of Government. The following instructions are therefore issued for the guidance of the nominated Directors:-

1. The nominated Directors should familiarise themselves with their duties and functions as well as the detailed working of the society so that they may function as effective Directors apart from the Board meetings.

2. They must try to attend all the Board meetings without fail. The bye-laws of societies generally provide that no member of the Board can absent himself for the meetings of the Board of Directors for more than three or four consecutive

occasions without leave of the board. It is advisable that the Government nominees avoid such a risk.

3. In the Board meetings, decisions are taken on the basis of majority votes. In case of equality of votes, the President/Chairman or other presiding member shall have a casting vote. If any member disagrees with the majority decision it is necessary to record his dissenting views in the minutes of the Meeting.

4. It is presumably open to a Director to give a separate report to the share holders explaining the position in case there happen to be any difference of opinion between himself and other Directors concerning any of the transactions covered by the accounts intended to be submitted to the share holders (general body).

5. If he happens to be disqualified to hold the office as per provisions in the Act, Rules, bye-laws or any other law, it is the duty of a nominated director to disclose his disqualification to the society as well as to the authority which nominated him.

6. It is the duty of Board of Directors as a whole to see that the society maintains the prescribed Registers and Books of Accounts properly. This has to be ensured by insisting on monthly Receipts and Disbursement statements, quarterly Balance Sheet, periodical review of overdues etc. They are responsible for complying with the various Labour Laws, Taxation Laws and other Laws impinging on the business performance of the Society. Matters concerning investment, lending, borrowing, taking up new lines of business etc., will have to follow the lines laid down by the Act, rules and bye-laws. The responsibility of observing the requirements of the law, in all such matters is ultimately with the Board of Directors. In the matter of recruitment of employees it is necessary for each member of the Board of Directors to examine that the staff strength is in accordance with the approved pattern, that the society is financially sound to meet the additional cost, that there is really need for the appointment and that it is done after proper publication and examining the qualification and the competency of the applicants.

7. It is the duty of the Board of Directors to see that the statements and returns prescribed under Rule 33 are furnished to the Registrar within one month from the close of the Co-operative year and also to see that the annual accounts are got audited by the Auditor appointed by the Department.

8. The Government nominees should ensure that the annual General Body meetings are held in time for the purpose of considering the matters specified under section 29.

9. The mere fact that any particular function is delegated to any particular Director or employee does not mean that the Board of Directors can avoid the technical responsibility attaching to them as a unit in the eye of law.

`cW kaÀXn

10. Some times certain powers of the committee are delegated to a smaller body styled as sub-committee or executive committee. Even then technical responsibility remain with the Board for the Acts on omission of the Executive Committee.

11. The nominees will take instructions from the Deputy Registrar/Registrar/ Government on all important subjects on the agenda of the meeting and on all matters of policy and those affecting the financial interests of the Government, before they attend the meeting.

12. The nominees should forward to the nominating authority within 3 days of the meeting a note in important decisions, if any, taken by the Board of Directors affecting Government interest or the general interest of the society as whole, so that they may be caused to be reviewed by the appropriate authorities.

13. The nominees should go through the minutes of each meeting and if they find that there is any objectionable decision, they should record their objection in writing immediately and try to get it changed.

14. The nominees have to function as the “eyes and ears” of the Government. It is their duty to safeguard the interests of the Government in every respect.

Registrar expects strict compliance, on the part of all Government nominees, regarding the observance of the instructions issued hereby.

T. N. Jayachandran
Registrar of Co-operative Societies

\¼À Pn. 3/34022/76

k l I cW kwLw cPn k{SmÀ B ^o k,
Xncph\´]pcw, 2 Pqsse 1976

kÀ¡peÀ \¼À 41/1976

hn j bw: **k l I cW kwL §fnse I½nän I fnte ¡ t\ man t\ j ³**
നടത്തുന്നതിൽ കാലതാമസം വന്നാൽ ചെയ്യേണ്ട അനന്തര
\S]Sn I sf kw_ Ôn¨.

t I c f k l I cW \nbaw 28 (1) F¶ h I p¸pw kwL § fpsS \nbamhenbpw A\p i mkn ¡ p¶ {] I mcapf f FÃm AwK § t f bpw sXcs ª Sp ¡ p I bpw \ma\nÀt± i w sN¿p I bpw sNbXt i j w am{Xta k l I cWN« § fnse 38þmw N« ¯nÂ]dbp¶ {] I mcw{] knU ân t â bpw aäpw sXcs ª Sp¸ \S¯ m³]mSpf fq F¶ 11þ6þ1975þÂ \½psS _ I pam\s¸«

k l IcW kÀ¡peÀ kaml mcw

ss l t ¡ mSXn U »nbp. F .183/1975 F ¶ dn« A ¸oÂ t I knÂ XoÀ¸ കൽപ്പിച്ചുകൊണ്ട് ഒരു വിധി നൽകുകയുണ്ടായി. അതിന്റെ അടിസ്ഥാനത്തിൽ I½nän I fnte ¡ \nbamhen {] Imcapff \ma\nÀt±iw sXcs ª Sp¸ Ign ª DS³Xs¶ \S¯ns ¡mffWsa¶ \nÀt±iw 28þ7þ1975þse Pn. 3/30462/75þmw \¼À kÀ¡peÀ hgn FÃm sU]yq«n cPn k{SmÀamscbpw AdnbnXpIbpw sNbXncp¶p.

F ¶mÂ C{] Imcapff \ma\nÀt±iw \S¯p¶Xn\ Hgn¨pIqSm³ Ignbm¯ ഏതെങ്കിലും കാരണം മൂലം താമസം വന്നേക്കാൻ ഇടയുണ്ട്. ചില സംഘങ്ങളിലെ നിയമാവലി പ്രകാരം നാമനിർദ്ദേശം ചെയ്യേണ്ടത് ഗവൺമെന്റായിരിക്കും. IrXym´ c_m I pey¯mÂ Kh¬saâns â `mK¯ C¡mcy¯nÂ ImeXmakw വരാൻ ഇടയുണ്ട്. ഒരു കമ്മിറ്റിയുടെ കാലാവധി തീരുന്നതോടൊപ്പം പുതിയ കമ്മിറ്റി \nbamhenbnÄ ]dbp¶ {] Imcw ]qÀ®ambpw cq]wsImffm¯ ] £w CXn\p ImcWw \ma\nÀt±iw \S¯p¶Xns\Sp¡p¶ ImeXmakapÄs¸sS F´pXs¶ bmbncp¶mepw, kwL¯nsâ `cWw \S¯p¶Xn\ A[nImcs¸« B cpw CÃmXncp¶ Hcp AhkY kwPmXam Ipw. C§s\ Hcp AhkY ഉണ്ടാകാതെ സൂക്ഷിക്കേണ്ടത് ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാരുടെ കടമയാണ്.

തെരഞ്ഞെടുപ്പ് കഴിഞ്ഞുപോയതുകൊണ്ട് 3þmw N«¯nse A[nImcap] tbmKn¨]gb I½nänbpsS Imemh[n \o«ns ¡mSp¯ taÂ¸d ª kYnXnhnti jw Hgnhm¡m³ km[n¡ bnÃ. C§s\ bpff]cnX:kYnXnIfnÂ \nehnepff t]mwhgn k l IcW \nbaw 33þmw hIp¸nse A[nImcwD]tbmKn¨ Hcp AUan\nkt{Säsd \nban¨ kwL¯nsâ ssZ\wZn\`cWw]pXnb I½nän \nehnÂ hcp¶Xphsc \S¯n¡pIsb¶pffXmW.

sU]yq«n cPnkSmÀamcpw AknkäâcPnkSmÀamcpw taÂ]d ª hkXpXIÄ{]tXyIw{i²n¡pIbpw AX\pkcn¨ \S]SnIÄ kzoIcn¡pIbpw ചെയ്യേണ്ടതാണ്.

Sn. F ³. PbN{µ ³
k l IcW kwLw cPn k{SmÀ

No.G(3) 60919/76. Office of the Registrar of Co-operative Societies, Trivandrum, 1st January 1977

CIRCULAR No. 1/77

Sub: **Co-operatives-Government nominees on the Board of Directors of Co-operative Societies Duties and Responsibilities-Instructions issued.**

Ref: **This Office circular No. 16/76 dated 24-3-1976.**

`cW k anXn

In the circular cited instructions were issued for the guidance of the nominees appointed under section 31 of the Kerala Co-operative Societies Act, 1969.

It is hereby ordered that the instructions contained in the Circular No.16/76 dated 24-3-1976 will apply also to the nominees under section 28 of the Kerala Co-operative Societies Act, 1969.

V. K. Joseph
For Registrar of Co-operative Societies

CRP (5) 7538/78 — Office of the Registrar of Co-operative Societies, Trivandrum 1st June 1978

CIRCULAR No. 22/78

Sub: **Teekoy Service Co-operative Bank Ltd. No. 3143 - Disqualification of Board of Directors Rule 44 of the Kerala Co-opertive Rules-Default by prized chittal or his surety applicability of Sub-Rule (1) (c) (i)**

Ref:
1. **Registrar's Circular No.2/78 CRP (2) 56011/77 dated 10-1-1978 based on G.O.Rt.3358/77/AD dated 24-11-1977.**
2. **G.O.Rt. 3388/77/AD dated 26-11-1977 (Budget on CRP (5) 56012/77 dated 31-1-1978.**
3. **Judgment in O.P.No.70/78 delivered by the honourable High Court of Kerala on 24-2-1978.**

The Circular No.2/78 dated 10-1-1978 is modified to the extent stated below based on the Judgment of the Honourable High Court on the O.P. cited. "When the prized subscriber actually commits default in the matter of payment of instalments, as provided by the bond, the position of the defaulter is that of a debtor and the amount due is to the nature of a loan".

K. Bhargavan Pillai
Joint Registrar, Co-operative Societies

No.G3-44250/78 — Office of the Registrar of Co-operative Societies, Trivandrum, 3rd October 1978

CIRCULAR No. 45/78

Sub: **Kerala Co-opertive Societies Rules-Disqualification under Rule 44 (1) (f) Clarification issued.**

k l lcW kÀ¡ peÀ kam lmcw

The disqualification under Rule 44 (1) (f) of the Kerala Co-operative Societies Rules is not attached in the case of Employees Co-operative Society by virtue of the second proviso to the said rule. So a member of the Employees Co-operative Society is eligible to be elected to the Committee of that society whether he is an employee of that society or any other society.

(Sd/-)
For Registrar of Co-operative Societies

No.EM.9652/79 Office of the Registrar of Co-operative Societies,
Trivandrum, 25-7-1980

CIRCULAR No. 54/80

Sub: **Payment of remuneration to committee members of Societies-regarding**

It is noticed that certain Co-operative Societies in the state are paying remuneration or honorarium either to the president or Hon'ble secretary or to the other members of the committee without observing the rules laid down for the same. In many cases the remuneration or honorarium is paid monthly or annually and in few cases, without obtaining prior permission from the Department but simply on the basis of resolutions adopted by the Board of Directors of the Societies concerned. Most of the Societies are effecting the payment out of their General funds, while a few societies pay from their profits as contemplated in the bye-laws. Rule 49 of the Kerala Co-operative Societies Rules 1969 permit payment of remuneration or honorarium to the members of the committee based on the extent of business done by such members with the society or on the value of services rendered by such members to the society or on such other basis as may be laid down in the bye-laws of the society for the purpose and with the approval of the Registrar. In many cases payment of remuneration or honorarium is not with the approval from the Department and hence liable to be held under objection in audit. To avoid this the following instructions are issued.

2. The Deputy Registrars should take necessary action immediately in all cases where in remuneration or honorarium is drawn without permission from the Department as per rules. They will also forward to this office requests of the Societies for sanctioning remuneration or honorarium to the members of the committee with details regarding the extent of value of services rendered by the person concerned, grounds on which request for payment of honorarium is made,

bye-law provision, working result, financial position, general working of the Societies etc. The Deputy Registrars should also give their specific suggestions on the requests from the societies for taking decision in the matter in this office.

3. The receipt of this circular should be acknowledged.

Babu Jacob
Registrar of Co-operative Societies

\¼À hn.(2) 67681/82. k l IcW kwLwcPn k{SmÀ B ^okv, Xncph\ ´]pcw, 1983 P\phcn, 3

kÀ¡peÀ \¼À 71/82

hnjbw: **tIm¬^d³ kpIÄ ¡pw]T\bm{XIÄ ¡pw aäpw {]Xn\n[nIsf Ab¡p¶Xp kw_Ôn¨v.**

hnhn[Xc¯nepff tIm¬^d³ kpIÄ ¡pw]T\bm{XIÄ ¡pw aäpambn]e kwL §fpw kwL §fpsS sNehnÂ {]Xn\n[nIsf Ab¨phcp¶Xmbn ImWp¶p.]et¸mgpw CXv kwkvYm\¯n\p]pdt¯ ¡pw Npcp¡w Ahkc¯nÂ hntZi cmPy§fnte¡pw B bncn¡pw. k l IcW {]kvYm\hpambn bmsXmcp _Ôhpan Ãm¯ kt½f\§Ä ¡p t]mepw {]Xn\n[nIsf Ab¡pI Hcp]XnhmbnXoÀ¶ncn¡p¶p. C§s\ {]Xn\n[nIsf അയക്കുന്നതുകൊണ്ട് സംഘങ്ങൾക്ക് യാതൊരു വിധ ഗുണവും സിദ്ധിച്ചുവരുന്നതായും ImWp¶nÃ. Imemh[n Ahkm\n¡mdmb `cWkanXn AwK§Ä H¶mbn]T\bm{Xsb¶ t]cnÂ]cyS\w \S¯p¶Xv kwL§Ä¡v Ae]w t]mepw KpW{]Zambncn¡pI bnsÃ¶v am{XaÃ, kwL¯nsâ apXÂ Zpcp]tbmKw sN¿pI IqSnbmbncn¡pw. sNehn\v X¯peyamb KpWw kwL¯n\v സിദ്ധിക്കുന്നുണ്ടോ എന്ന കാര്യം പലപ്പോഴും പരിഗണിക്കുന്നുപോലുമില്ല. ഈ kmINcy¯nÂ C¡mcy¯nÂ ASnb´ncambn Nne \nb{´W§Ä GÀs¸Sp¯ntb aXnbmhq F¶v t_m²yambncn¡p¶p. Cu hnjb¯nsâ \m\mhi§fpw]cnKWn¨ti jwXmsg¸dbp¶ \nÀt±i§Ä \Â Ip¶p.

1. k l IcW{]kvYm\hpambn _ÔanÃm¯ kt½f\§Ä¡v kwL§Ä bmsXmcp ImcWh imepw kwL¯nsâ sNehnÂ {]Xn\n[nIsf Ab¡cpXv.
2. {]mYanI k l IcW kwL§Ä hntZi cmPy§fnte¡v {]Xn\n[nItfftbm]T\ kwLt¯ tbm Ab¡phm³]mSnÃm¯ XmWv.
3. പ്രതിനിധികളെ/പഠനസംഘത്തെ അയക്കേണ്ടിവരുമ്പോൾ കഴിയുന്നതും HcmfnÂ IqSm³]mSnÃm¯ XmWv. bmsXmcp ImcWh imepw aq¶nÂ IqSpXÂ {]Xn\n[nIsf Hcp kwL hpw Ab¡phm³]mSnÃm¯ XmWv

k l IcW kÀ ¡ peÀ kam I mcw

4. kwkYm\ ¯nsâ]pd¯ {]Xn\n[nIsf Ab¡p¶Xn\ k l IcW kwLw cPnk{SmdptStbm _ Ôs¸« tPmbnâ cPnk{SmdptStbm mുൻകൂട്ടിയുള്ള അനുവാദം വാങ്ങിയിരിക്കേണ്ടതാണ്.

5.]T\bm{XIÄ¡mbn kµÀi\w \S¯p¶X k l IcWhpambn _Ôs¸« kYm]\§fnÂ am{Xambncn¡Ww. ap³IqÀ]cn]mSn X¿mdm¡n kµÀin¡phm³ Dt±in¡p¶ kYm]\§sf Bhiyapff{X നേരത്തെ അറിയിച്ചിരിക്കേണ്ടതാണ്.

6. kwkYm\¯n\ ]pd¯ h¨p \S¡p¶ kt½f\§fnepw]T\bm{XIfnepw]s¦Sp¡p¶ {]Xn\n[nIÄ kt½f\w/]T\w Ign ª paS§nsb¯nbmepSs\ Xs¶ kt½f\s¯ /]T\s¯ ¸än hniZamb Hcp dnt¸À« X¿mdm¡n I½nän മുമ്പാകെ സമർപ്പിക്കേണ്ടതാണ്.വിദേശ രാജ്യങ്ങളിൽ പോകുന്ന പ്രതിനിധികൾ kaÀ¸n¡p¶ dnt¸mÀ«nsâ Hcp {]Xn k l IcW kwLw cPnk{SmÀ¡pw _Ôs¸« kwLwhgn kaÀ¸nt ക്കണ്ടതാണ്.

FÃm kwL§ ളും ഈ നിർദ്ദേശങ്ങൾ കൃത്യമായും പാലിച്ചിരിക്കേണ്ടതാണ് ഈ നിർദ്ദേശങ്ങൾ എല്ലാ സംഘങ്ങളുടെയും ശ്രദ്ധയിൽ കൊണ്ടുവരേണ്ടതും നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കുന്നുണ്ടോയെന്നു ഉറപ്പുവരുത്തേണ്ടതുമാണ്

sI. Fw. _meIrjW³
k l IcW kwLw cPnk{SmÀ

No.1060/83 (v)2. Office of the Registrar of Co-operative Societies, Trivandrum, 6-1-1983

CIRCULAR No. 1/83

Sub: **Nomination to the Committee of the Co-operative Society under section 31 of the Act-Instructions issued.**

It has come to the notice of the Registrar that some of the Joint Registrars have issued orders nominating individuals to the committee of Primary societies under the provisions contained in Section 31 of the Act. Such nominations will not be in order. In the Registrar's Circular No. 9/75 of 24-1-1975 the Deputy Registrars were informed that nomination to the committee of a co-op: society coming under the administrative control of a Deputy Registrar shall be made by himself in accordance with law. These instructions will not be taken to mean that the nomination under section 31 can also be done by the Joint Registrars. Appointment of nominees of Government under section 31 shall be made, in the case of Apex societies by the Government and in the case of other societies by the Registrar under Rule 37 of the Rules. The powers conferred on the Registrar under this Rule have not been delegated to the Joint Registrars. Therefore, nomination under section 31 can be done only by the Government/Registrar.

Nomination under Section 31 is not normally done to the committees of Primary Societies. The bye-laws of the Primary Societies provide for nomination under Section 28. The Joint Registrars are competent to nominate persons to the committee of Primary Societies under section 28. In case where nomination under section 31 becomes necessary under special circumstances, the Joint Registrars, shall forward a panel of names to the Registrar after appropriate enquiry about the qualification of the persons suggested to be a member of the committee of a society.

The receipt of the Circular may be acknowledged.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.V(2)-23720/83/K.Dis. Office of the Registrar of Co-operative Societies
Thiruvananthapuram,12-4-1983

CIRCULAR No. 20/83

Sub: **Co-opertive Societies Rules 1969 Rule 44 (1) (c) (i) and (ii) - Disqualification when attracted-Defaulter Member remitted the dues to the Society before action is intimated.**

In Thankappan V., Deputy Registrar, Alleppey (1985 KLT 68) it has been held by the High Court a member who has become a defaulter, will incur disqualification and consequent cessation of membership even if he had paid up the accounts in default and thereby had ceased to be a defaulted, before the proceedings under clause (1) (c) of rule 44 are initiated against him. The High Court has not accepted the contention that the disqualification would be attracted only if at the time when proceedings under clause (1) (c) are initiated the member actually occupies the character of a defaulter and not if he was under the disqualification sometime before the initiation of the proceedings.

According to the High Court decision, sub-rule (2) of rule 44 prescribe the effect of supervising disqualification or a disqualification that is discovered or noticed subsequent to the election or appointment of a member of committee. Reading clause (c) (i) of sub-rule (1) together with sub-rules (2) of rule 44, a member ceases to be a member of the Committee if he is a defaulter in terms (c). Then the default occurred the cessation of the membership follows as a consequence.

(1979 KLT 818 followed 1978 KLT 887 not followed).

K. M. Balakrishnan
Registrar of Co-operative Societies

k l IcW kÀ¡peÀ kamlmcw

No.CP (4) 27979/83. Office of the Registrar of Co-operative Societies
Trivandrum, 4-6-1983

CIRCULAR No. 33/83

Sub: **Kerala Co-operative Societies Act, 1969 Section 32 Resignation of Nominated and other elected members-No quorum for the Committee-Whether the Registrar can proceed under Section 32 or whether he is bound to make nominations in the place of those who have resigned so as to enable the committee to function with quorum.**

Isak Abraham, President, Pampady Service Co-operative Bank Vs. Joint Registrar of Co-operative Societies, Kottayam (O.P.No.9845 of 1982) is a case where 4 elected members and two nominated members resigned their membership from the Committee reducing the membership of the committee thereafter to 5. The committee was superseded and an administrative committee was appointed. The petitioners in the above O. P.contended that it was open to Joint Registrar if Co-operative Societies to nominate two members in the place of the nominated members who resigned so that with seen members on the committee there would have been quorum for the functioning of the committee.

The Hon'ble High Court while rejecting the above contention observing as follows:

"Whether the Registrar should have at once nominated another two members instead of exercising his powers under section 33 (1) of the Act is a matter for the discretion of the Registrar in which this court would not ordinarily be justified to interfere. There is, therefore, no force in the contention that the residuary committee with the petitioner as the President should have been retained with the aid of two members which the Registrar could have nominated".

K. N. Balakrishnan
Registrar of Co-operative Societies

\¼À F¨v.Pn.(4) 11322/85 k l IcW kwLw cPnk{SmÀ B^okv,
Xncph\´]pcw, 1985 tabv 10

kÀ¡peÀ \¼À 22/85

hnjbw: **lcnP³/KncnP³ k l IcW kwL§fpsS `cW kanXnIfnte¡v lcnP\/KncnP\ hn`mK§fnÂ \n¶pÅhsc \ma\nÀt±iw sN¿p¶Xp kw_Ôn¨v.**

`cW kaNXn

kqN\: **Cu B ^okNse 30þ9þ1982þse F¨ Pn. (4) 46388/82 \¼À I ¯.**

I cnP³/KncnP³ k I IcW kwL § fpsS \nbamhen 19þÂ BZy `cW kaNXnbnse {] knU âpÄs¸sS H³]XwK § fpw cPn k{SmÀ t\mant\äp sN¿p¶ hcmbncn¡ Wsa¶pw AhcnÂ \mept]À _Ôs¸« kÀ¡mÀ വകുപ്പിലെ ഉദ്യോഗസ്ഥൻമാരായിരിക്കണമെന്നും വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. _Ôs¸« hIp¸pIfnse DtZymKkY³amÀ¡]et¸mgpw kwL § fpsS ഭരണസമിതിയോഗങ്ങളിൽ സംബന്ധിക്കാൻ കഴിയാതെ വരുന്നതുകൊണ്ട് യോഗം കൂടുന്നതിനുള്ള കോറം തികയാതെ വരുന്ന അവസ്ഥ ഉണ്ടാകുന്നുണ്ടെന്നും അതിനൊരു പരിഹാരം കാണേണ്ടതുണ്ടെന്നും ഇക്കഴിഞ്ഞ ഫെബ്രുവരി മാസത്തിൽ കൂടിയ യോഗത്തിൽ ജില്ലാ ജോയിന്റ് രജിസ്ട്രാർമാർ അഭിപ്രായപ്പെടുകയുണ്ടായി. B bXn\mÂ C¡mcy¯nÂ Xmsg]dbp¶ \nÀt±i§Ä]pds¸Sphn¡p¶p.

I cnP³/KncnP³ k I IcW kwL § fnse BZy`cW kaNXnbnse {] knU âpÄs¸sS H³ ]XwK § sfbpw tPmbnâ cPn k{SmÀ t\mant\äp ചെയ്യുന്നതായിരിക്കും. എന്നാൽ, അവരിൽ രണ്ടുപേർ ബന്ധപ്പെട്ട സർക്കാർ hIp¸pIfnse DtZymKkY³amcmbncn¡pw (`cW kaNXnIfnÂ IgnhpffnSt¯mfw k I IcW hIp¸nse DtZymKkY³amsc \ma\nÀt±iw ചെയ്യാതിരിക്കുവാൻ ജോയിന്റ് രജിസ്ട്രാർമാർ ശ്രദ്ധിക്കേണ്ടതാണ്).

I cnP³/KncnP³ k I IcW kwL § fpsS ss_embnÂ Bhiyamb t`ZKXnIÄ hcp¯p¶Xn\pff \S]SnIÄ tPmbnâ cPn k{SmÀamÀ സ്വീകരിക്കേണ്ടതാണ്.

sI. hn. IcnIrjW³ \mbÀ
k I IcW kwLw cPnk{SmÀ

GOVERNMENT OF KERALA
Abstract

Private Colleges-teachers elected as Presidents of Service Co-op: Banks-special casual leave-for attending Board meetings/Conferences connected with banks orders issued

HIGHER EDUCATION (D) DEPARTMENT

G.O.(MS) No.178/85/H.Edn. Trivandrum, 1-8-1985

Read: **1. G.O.M.S. 139/84/G.Edn. dt. 19-7-84.**

2. Letter Nos.Estt. D3-32658/85 Coll.Edn. dt.9-5-85 and Estt. D1-78130/84/Coll. Edn.dt.22-6-85 from the Director of Collegiate Education, Trivandrum.

3. Letter No. G-23743/85/L.Dis. dt. 18-6-85 from the Registrar of Co-operative Societies.

k l IcW kÀ¡peÀ kam I mcw

ORDER

Government are pleased to order that private college teachers elected as Presidents of Service Co-operative Banks will be granted special casual leave at the rate of one per month for attending Board meetings/conferences and other urgent matters connected with the Banks. Since there will be no necessity for granting such special casual leave during vacation periods, the maximum number of special casual leave that can be granted for the purpose in an year will be limited to ten.

By order of the Governor
G. Vibhukumar
Under Secretary to Government

No.G-1382/85. Office of the Registrar of Co-operative Societies, Trivandrum, 25-2-1985

CIRCULAR No. 10/85

Sub: **Management of Co-operative Societies-Constitution of Adhoc Committees-Instructions issued.**

The duties and functions to be performed, powers exercised and the responsibilities undertaken by the General Body, the Managing Committee or the Chief Executive as the case may be, are clearly defined in the bye-laws of every Society. Each of the above should be able to function within its respective jurisdiction unfettered by the other and be accountable for their actions. The duties and functions intended for the different authorities once allocated should not be encroached upon by the others. But several instances have come to the notice of the Registrar where the functions specifically reserved or the powers expressly conferred on the Chief Executive are often performed or exercised by the managing Committee or the president. Similarly delegation of powers and duties is seen resorted to so excessively as to result in a complete abdication of the powers vested in the General Body or the Committee under the provisions of the bye-laws. The General Body or the Board of Directors instead of confining themselves to broad policy matters often engage themselves in routine matters which are to be taken care of by the Chief Executive. Arrogation of such powers and duties of a petty nature by the General Body or Committees necessitate meetings of General Body and Committees too frequently to transact business which are well within the competence of the Chief Executive, causing, avoidable expenditure and delay.

2. It is also noticed that Sub-Committees of an adhoc nature are constituted for performing the functions specifically earmarked for the Board of Directors. Instances are also not rare where such Sub-Committees formed for undertaking

specific functions are allowed to continue indefinitely even after the purpose for which they are constituted has been duly served. This should not happen in the interests of healthy administration of the society.

3. It should also be ensured that the powers/duties expressly demarcated to the specified authorities, viz the General Body, Board of Directors or the Chief Executive as the case may be should be exercised/performed by the concerned authorities themselves and these powers/duties should not be delegated to or transgressed by other authorities. The Joint Registrars and Assistant Registrars (General) will see that these instructions are adhered to by the Societies strictly.

M. Vijayanunni
Registrar of Co- operative Societies

\ ¼À Pn.51552/88 k l IcW kwLw cPn k{Smdm^ok, Xncph\´]pcw, 18þ3þ1989

kÀ¡peÀ \¼À 23/89

hnjbw: **k l IcW kwL§fnse `cW kaןXnIfnÂ FIk H^nt jym AwK§sf DÄs¸Sp¯p¶Xp kw_Ôn¨pff amÀ¤ \nÀt±i§Ä.**

kqN\: **Cu B^oknÂ \n¶pw]pds¸Sphn¨n«pff 4þ4þ1988 se F k. kn.än. 3þ5692/87 \¼À kÀ¡peÀ.**

1987þse tIcf k l IcW (t`ZKXn) \nbaw (1987þse 19þmw \¼À BIS) \nehnÂ h¶tXmSp IqSn {]mYan IXe k l IcW kwL§fpsS `cW kaןXnIfnte¡ k l IcW \nba¯nse 28þmw hIp¸nse 2þmw]cnaןXn hyhkY {]Imchpw 31þmw hIp¸ \pkcn¨pw \S¯nh¶ncp¶ \ma\nÀt±iw \nÀ¯em¡nb]iNm¯e¯nÂ,]nt¶m¡ kapZmb¯nÂs¸«]«nIPmXn]«nI hÀ¤¡mÀ am{Xw DÄs¡mffp¶ kwkYm\s¯]«nIPmXn/]«nI hÀ¤ k l IcW kwL§fpsS `cW kaןXn¡ k l IcW kwL§fpsS icnbmb {]hÀ¯\¯n\ Bhiyamb amÀ¤ \nÀt±iw\Â Ip¶Xn\pw aäpambn `cW kaןXnbnÂ kÀ¡mÀ DtZymKkY³amcmb FIk H^nt jym AwK§sf

ഉൾപ്പെടുത്തുന്നതിനു വേണ്ടി സംഘങ്ങളുടെ നിയമാവലിയിൽ ആവശ്യമായ ഭേദഗതി

hcp¯phm³ \S]Sn ssIs¡mffWsa¶ kqN\bnÂ ImWn¨ncn¡p¶ kÀ¡pednÂ \nÀt±in¨ncp¶p. CXns\ XpSÀ¶]«nIPmXn/]«nI hÀ¤ k l IcW kwL§fÃm¯ aäp hn`mK¯nÂ/C\¯nÂs¸« ]e k l IcW kwL§fpw `cW kaןXnbnÂ FIk H^nt jym AwK§sf DÄs¸Sp¯p¶Xnte¡mbn

ബൈലാ ഭേദഗതി അപേക്ഷകൾ സമർപ്പിച്ചു വരുന്നുണ്ടെന്ന് പല ജില്ലാ ജോയിന്റ് രജിസ്ട്രാർമാരും ഈ ആഫീസിലേക്ക് എഴുതി അറിയിച്ചിട്ടുണ്ട്. ഇത്തരം ബൈലാ

t`ZKXn At]£IÄ]cnKWn¡mhp¶XmtWmsb¶pw, BsW¦nÂ Ah

k I IcW kÀ¡peÀ kamImcw

]cnKWn¡p¶Xn\pff s]mXpamÀ¤ \nÀt±i§Ä \ÂIWsa¶pwCu tPmbnâ രജിസ്ട്രാർമാർ ആവശ്യപ്പെട്ടിട്ടുണ്ട്.

k I IcW kwL§fpsS `cWkanXn ss_embnse hyhkY IÄ¡\pkrXambn AXmXp kwL¯nsâ s]mXptbmKw kwLSn¸n ക്കേണ്ടതാണെന്ന് 1969–ലെ കേരള സഹകരണ നിയമത്തിലെ 28–ാം വകുപ്പിലെ (1)–ാം D]hIp¸nÂ hyhkY sNbXncn¡p¶Xn\mÂ, kwL§fpsS ss_embnÂ ആയതിനു വ്യവസ്ഥയുണ്ടെങ്കിൽ സംഘങ്ങളുടെ ഭരണസമിതിയിൽ എക്സ് H^nt jym AwK§sf DÄs¸Sp¯phm³ \nba]camb XSÊanÃ. F¶mÂ k I IcW kYm]\§Ä k I IcWXXz§f\pkcn¨ P\m[n]Xy മാനേജ്മെന്റിൽ അധിഷ്ടിതമായി പ്രവർത്തിക്കേണ്ടതിനാൽ സംഘങ്ങളുടെ `cWkanXnbnÂ FIk H^nt jym AwK§sf DÄs¸Sp¯pt¼mÄ s]mXptbmK¯mÂ sXcs ª Sp¡s¸« `cWkanXn AwK§fpsS \nÀ®mbIamb kzm[o\¯n\pw ta[mhnXz¯n\pw tIm«whcm¯ hn[¯nÂ എക്സ് ഒഫിഷ്യോ അംഗങ്ങളുടെ എണ്ണം പരിമിതപ്പെടുത്തുവാൻ ശ്രദ്ധിക്കേണ്ടതുണ്ട്. am{XaÃ FÃmXcw kwL§fptSbpw `cWkanXnIfnÂ FIk H^nt jym അംഗങ്ങളെ ഉൾപ്പെടുത്തേണ്ട ആവശ്യവുമില്ല. ചില പ്രത്യേക വിഭാഗത്തിൽപ്പെട്ട സംഘങ്ങളുടെ ഭരണസമിതിയിൽ മാത്രമേ ഇത്തരം അംഗങ്ങളെ ഉൾപ്പെടുത്തേണ്ട Bhiyw hcp¶pffp.

taÂ hnhcn¨ncn¡p¶ kmINcy¯nÂ, k I IcW kwL§fpsS `cWkanXnIfnÂ FIk H^nt jym AwK§sf DÄs¸Sp¯p¶Xp kw_Ôn¨ Xmsg]dbp¶ s]mXpamÀ¤ \nÀt±i§Ä PnÃm tPmbnâ cPnk{SmÀamÀ¡p \ÂIp¶p.

1) kwk¡cW {]hÀ¯\§fntem AXpt]mse Xs¶ kwL¯nsâ {]hÀ¯\¯nsâ taÂt\m«¯n\pw \S¯n¸n\pw kmt¦XnI sshZK²yw A\nhmcyambn«pff hn`mK¯nÂs¸« kwL§fntem `cWkanXnIÄ cq]oIcn¡pt¼mÄ kmt¦XnI hnZK²sc A¯cw kwL§fpsS ഭരണസമിതിയിൽ ഉൾപ്പെടുത്തേണ്ടതാണെന്നു കാണുന്നുവെങ്കിൽ സാങ്കേതിക hnZK²scC¸d ª hn`mK¯nÂs¸« kwL§fpsS `cWkanXnIfnÂ FIk H^nt jym AwK§fmbn DÄs¸Sp¯phm³ kwL§fpsS ss_ebnÂ വ്യവസ്ഥ കൊണ്ടു വരാവുന്നതാണ്.

2) F³.kn.Un.kn. XpS§nb [\Imcy kYm]\§Ä k I IcW kwL§Ä¡p km¼¯nI kImbhpwaäpw \ÂIpt¼mÄ B kYm]\§fpsS XmÂ¸cyw kwc£n¡p¶Xn\pw km¼¯nI kImbw \ÂInbXn\pff വ്യവസ്ഥക്കനുസൃതമായും സംഘത്തിന്റെ പ്രവർത്തനം പുരോഗമിക്കുന്നുണ്ടെന്നു Dd¸phcp¯p¶Xnte¡mbn C¯cw kYm]\§fpsS {]Xn\n[nIsf ഉൾപ്പെടുത്തണമെന്നു നിഷ്ക്കർഷിക്കാറുണ്ട്. ഇത്തരം സന്ദർഭങ്ങളിൽ ഈ kYm]\§sf {]Xn\n[oIcn¨ km¼¯nI Imcy hnZK²sc/ amt\PsaâhnZK²sc/ kmt¦XnI hnZK²sc kwL§fpsS `cWkanXnIfnÂ FIk H^nt jym AwK§fmbnDÄs¡mffn¡p¶Xnte¡mbn ss_embnÂ hyhkY കൊണ്ടുവരാവുന്നതാണ്.

`cW kanXn

3) hyh kmb ime I fnepw AXpt]mse hfscb[nIw Poh\ ¡mcpw sXmgnemfnIfpw {] hÀ¯nsbSp¡p¶ F ktääpI fnepw aäpw Poh\ ¡mcpsS / sXmgnemfnIfpsS t£a{] hÀ¯\ §Ä em¡m¡n k I IcW kwL §Ä രൂപീകരിച്ചു പ്രവർത്തിക്കുന്നുണ്ട്. സംഘത്തിന്റെ പ്രവർത്തനത്തിനും പുരോഗതിക്കും വേണ്ടി വ്യവസായശാലയുടെ/എസ്റ്റേറ്റിന്റെ മാനേജ്മെന്റ് Imcyamb km¼¯nIhpw `cW]chpamb k Imb§fpw sN¿pt¼mÄ amt\PsaâpsaÂ km¼¯nIhpw AÃm¯Xpw Bb XmÂ¸cyw kwc£n¡p¶Xnte¡mbn amt\Psaânsâ {]Xn\n[nIsf F I k H^nt jym AwK§fmbn `cW kanXnbnÂ DÄs¸Sp¯p¶Xnte¡mbn ss_embnÂ hyh kY DÄs¡mffn¡mhp¶XmW.

4) apIfnÂ H¶p apXÂ aq¶phscbpff J Þ nI I fnse \nÀt±iw A\pkcn¨ kwL§fpsS ss_embnÂ F I k H^nt jym AwK§sf `cW kanXnbnÂ DÄs¸Sp¯p¶Xnte¡mbn hyh kY sN¿pt¼mÄ AXmXp kwL§fpsS `cW kanXnbnÂ s]mXptbmKw sXcs ª Sp¯ `cW kanXn AwK§fpsS \nÀ®mbI ta[mhnXz¯n\p bmsXmcp tIm«hpw X«m¯ hn[¯nÂ B bncn¡Ww F I k H^nt jym AwK§fpsS F®w \nÀ®bn¡p¶X. sXcs ª Sp¡s¸« `cW kanXn AwK§fpsS F®hpw F I k H^nt jym `cW kanXn AwK§fpsS F®hpw X½nepff A\p]mXw 2:1 F¶XnÂ \n¶pw A[nIcn¡m³ ]mSnÃm¯XmIp¶p. DZmIcW¯n\p sam¯w 9 AwK§fpff Hcp kwL¯nsâ `cW kanXnbnÂ F I k H^nt jym AwK§fpsS F®w bmsXmcp ImcWhimepw 3þÂ IqSpXembn \niNbn¡m³]mSnÃm¯XmIp¶p.

5) apIfnÂ 1,2 J Þ nI I fnse \nÀt±ia\pkcn¨ kwL§fpsS `cW kanXnbnÂ DÄs¸Sp¯p¶ F I k H^nt jym AwK§Ä kÀ¡mÀ, AÀ² kÀ¡mÀ, Xt±iob kzbw`cW kYm]\§Ä, s]mXptaJem kYm]\§Ä kwkYm\/tZiob k I IcW kYm]\§Ä F¶nhnS§fnse hnZK² cmb DtZymK kY³amtcm AsÃ¦nÂ kmt¦XnI sshZK²yapff htcm Xs¶ ആയിരിക്കണമെന്ന് ഉറപ്പുവരുത്തേണ്ടതാണ്.

apIfnÂ {]Xn]mZn¨ncn¡p¶ amÀ¤ \nÀt±i¯nsâ shfn¨¯nÂ thWw k I IcW kwL§fpsS `cW kanXnIfnÂ F I k H^nt jym AwK§sf ഉൾപ്പെടുത്തുന്നതിനുവേണ്ടിയുള്ള ബൈലാ ഭേദഗതി രജിസ്ട്രേഷൻ അപേക്ഷകളോ സംഘം രജിസ്ട്രേഷൻ അപേക്ഷകളോ പരിഗണിക്കേണ്ടതെന്നും എല്ലാ ജോയിന്റ് cPnk{SmÀamscbpw Adnbn¡p¶p.

]n. {]`mI c³
k I IcW kwLw cPnk{SmÀ

No.G./8971/89

Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 3-6-1989

CIRCULAR No. 32/89

Sub: **Co-operative Societies-Disqualification for membership of Committee-Judgement of High Court in O.P. 4465/88-Further instructions issued on the basis of the decision of High Court.**

In the Kerala Co-operative Societies Rule, 1969, there was a Rule, Viz. Rule 44 (1) (m), which read as follows:

"44 (1) No member of the society shall be eligible for being elected, or appointed as a member of the Committee of the Society under section 28 if he:- (m) has been a member of the Committee for two consecutive terms (whether for the full term of each committee or only for part of the terms of both or any one of them) and a period of two years has not elapsed from the date of expiry of the latter of such term, unless he obtains previous exemption from the Registrar".

The above said clause (m) of sub-rule (1) of rule 44 was omitted from the K.C.S. Rules, 1969 by SRO No.16/81 published in Kerala Gazette No.1 dated 6-1-1981, with the bonafide intension that services of experienced and expert non-official co-operators are made available to the co-op: societies uninterrpted so that the affairs of co-op: societies are managed efficiently. Even though the statutory provision regarding this disqualification has been omitted, the byelaws of some societies still contain the analogus provision to the effect that a member of the society shall not be eligible for being elected or appointed as a member of the committee of the society under section 28 if he has been a member of the committee for two consecutive terms (whether for the full term of each committee or only for part of the term of both or any one of them) and a period of two years has not elapsed from the date of expiry of the latter of such term, unless he obtains previous exemption from the Registrar to stand for election. The Honourable High Court had occasion in O.P. No.4465/1988 to examine the legal validity of such provisions in the byelaws of societies in the backgroundof the omission of corresponding provision in clause (m) of sub rule (1) of Rule 44 of KCS Rules, 1969 by SRO No 16/81. The excerit of para 5 of the Judgement dated 5-8-1988 on O.P. 4465/1988 (M.Raghava Kurup Vs. Joint Registrar, Kottayam) is reproduced below:

"5. The byelaws of a co-operative society, like the Articles of Association of a company, constitute contract not only between the society and its members but also bertween the members interse. They are binding between the members and govern their mutual relationship and rights inter as vis-à-vis the affairs of

the society (Shiv Omkar V.Basidhar AIR 1956 Bom. 459). They rule the internal management, business or administration of the society (Co-operative Central Bank Ltd. V.Additional Industrial Tribunal AIR 1970.S.C.245 and Garad V.Nasik Merchants Co-operative Bank Ltd AIR 1984 SC 192) The provision contained in section 28 of the Act and Rule 44 of the Rules have given effect to this principle Sub section (1) of Section 28 which provides for the appointment of the committee of a co-operative society directs the general body of the society to constitute the committee in accordance with its byelaws and to entrust the management of its affairs to such committee sub section (2) of section prescribes certain disqualifications for appointment as, or for being, a member of the Committee. Rule 44, framed under section 109 (2) (XIV) of the Act, enumerates further disqualifications for membership of the committee. Inter alia clause (j) of sub rule (1) makes a member ineligible from such membership if he is disqualified under any "other" provision in the byelaws of the society. The byelaws may therefore add heads of disqualification which are not otherwise found in section 28 (2) or Rule 44 (1) or to put it differently, a person may be disqualified under the bye-laws even though he may not be disqualified under section 28(2) or Rule 44(1). This is in accord with the proposition earlier mentioned that the byelaws constitute a contract between the members, and that the terms and conditions of their interse relationships as got forth in the byelaws should bind them. The byelaws govern so long as they are not inconsistent with the Act or the Rules".

In the background of the above decision, the Honourable High Court in the present case held that the byelaws that no person shall be a member of the managing committee for more than three consequtive terms except with the special sanction of the Deputy Registrar (now Joint Registrar) is authorised by Rule 44 (1) (j) and it is not inconsistant with the Act or with the Rules.

In the light of High Court's Judgement that the byelaws of a Co-operative Society may add heads of disqualification which are not otherwise found in section 28(2) or Rule 44 (1) and that it is authorised by Rule 44 (1) (j), steps have to be taken to amend byelaws suitably by those co-operative societies the byelaws of which restrict the continued membership of a member in the committee for more than two consecutive terms without the previous sanction of Registrar.

All the Joint Registrars may therefore, examine the bye-laws of co-operative societies and give directions to those co-operative societies to amend their byelaws suitably so that the intention of Government in omitting clause (m) of sub rule (1) of Rule 44 is achieved.

P. Prabhakaran
Registrar of Co-operative Societies

k l IcW kÀ¡peÀ kaml mcw

\¼À Fw.]n. (2) 43842/93 k l IcW kwLw cPn k{SmÀ B^ok, Xncph\´]pcw, 1þ6þ1995

kÀ¡peÀ \¼À 10/95

hnjbw: **k l IcWhIp¸ {]mYanI hn]W\ kwk¡cW k l IcW kwL§fnse {] knU âpamcpsS t I mWtddnbw A\phZn¨ D¯ch]pds¸Sphn¨ncn¡p¶p.**

kqN\: **hnhn[{]mYanI hn]W\ kwk¡cW k l IcW kwL§fnse {] knU âpamcnÂ \n¶pw e`n¨ \nthZ\§Ä.**

{]mYanI hn]W\ kwk¡cW k l IcW kwL§fnse {] knU âpamÀ¡pw CXc hn`mKw k l IcW kwL§fnse {] knU âpamÀ¡ \Â Inhcp¶ coXnbnÂ t I mWtddnbw A\phZn¡Ww F¶pff \nthZ\§Ä ലഭിക്കുകയുണ്ടായി. ഇക്കാര്യം വിശദമായി പരിശോധിക്കുകയും പ്രാഥമിക k l IcW hn]W\ kwk¡cW kwL§fnse FÃm ¢mkpI fnepw s]« {] knU âpamcpsS t I mWtddnbw A\phZn¡p¶X, AhcpsS km¼¯n I kYnXnb \pkcn¨ icnbmbncb¡pIbnsÃ¶ hnebncp¯enemW F¯nt¨À¶n«pffX. F¶ncn¡nepw ¢mk 1 hn`mK¯nÂs¸« {]mYanI k l IcW hn]W\ kwk¡cW kwL§fnse {] knU âpamÀ¡ ഹോണറേറിയം അനുവദിക്കാവുന്നതാണെന്നും കണ്ടെത്തുകയുണ്ടായി.

Cu kmlNcy¯nÂ tIcf k l IcW N«§fnse N«w 49 {] lmcw ¢mk 1 hn`mK¯nÂs¸«{]mYanI k l IcW hn]W\ kwk¡cW kwL§fnse {] knU âpamÀ¡ AXmXp kwL§fnse ss_em hyh kYIÄ¡ hnt[bambn {]Xnamkw]camh[n 750 cq]mhsc t I mWtddnbambn \ÂIm³ അനുവദിച്ച്കൊണ്ട് ഉത്തരവാകുന്നു. ടി സംഘങ്ങളിലെ പ്രസിഡന്റുമാർക്ക് സംഘം B kYm\t¯ tbm 8 Intem aoäÀ Npäf hn\pf fntem GÀs¸Sp¶ tPmen IÄ¡ ഡി.എ.ക്ക് അർഹത ഉണ്ടായിരിക്കുന്നതല്ല.

an¶n amXyp
k l IcW kwLw cPn k{SmÀ

\¼À Fw.]n. (2) 43842/93. k l IcW kwLw cPn k{SmÀ B^ok, Xncph\´]pcw, 1þ6þ1995

kÀ¡peÀ \¼À 11/95

hnjbw: **k l IcW hIp¸þ{]mYanI hn]W\ kwk¡cW kwL§fnse `cW kanXn AwK§fpsS knäwK ^oknsâ നിരക്ക് നിശ്ചയിച്ച്കൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിച്ചിരിക്കുന്നു.**

`cW k anXn

kqN\: Cu Hm^okmse 63/87þmw \¼À kÀ¡peÀ \nÀt±iw.

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No.HV (1) 15847/95. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 13-7-95

CIRCULAR No. 19/95

Sub: **Co-operatives-primary Housing Co-operative Societies-Fixing of the Maximum rates of travelling allowances, daily allowances and sitting fees to the members of the Board of Directors of the primary Housing Co-operative Societies under rule 48 (5) of the KCS Rules 1969 - Regarding.**

Ref: **Letter No.2 / w / 94-95 / plg / dated, 2-12-1994 from the Managing Director, Kerala State Co-operative Housing Federation.**

k l IcW kÀ¡peÀ kam I mcw

The Sub-rule (5) of the rule 41 of the Kerala Co-operative Societies Rules, 1969, empowers the Registrar of Co-op: Societies to fix the maximum rates Of travelling allowances, daily allowances or sitting fees for any Society, or class of Societies. May Primary Housing Co-operative Societies requested to revise the maximum rates of travelling allowances, daily allowances and sitting fees payable to the members of the Board of Directors of the said societies on a par with those rates existing and applicable to the identical Co-operative institutions taking into account the increase in the travelling expenses, rise in the index of the cost of living etc. The Kerala State Co-operative Housing Federation Ltd. also has conveyed its views vide resolution No.6 dated, 21-11-1994. The matter has been examined in detail.

In the circumstances, in modification of the existing circulars instructions in this regard, the following maximum rates of travelling allowances, daily allowances, and sitting fees are fixed for the primary Housing Co-operative Societies by virtue of the powers conferred on the undersigned under sub-rule (5) of the rule 48 of the KCS Rules, 1969.

Sl.No.	Item	Types of primary Housing Co-operative Societies According to financial position	Maximum rates fixed under rule 48 (5) of the KCS Rules 1969
(1)	(2)	(3)	(4)
1	Travelling Allowances	All Primary Housing Co-operative Societies	i) Rs. 1.00per KM for road journey in special conveyance ii) Ist class railway farefor journey in train
2	Daily Allowances	All Primary Housing Co-operative Societies	Rs. 40/- per day for halt
3	Sitting Fees	1 Primary Housing Co-perative Societies having loan outstanding above Rs.1 crore aginst members	Rs. 75/- per sitting per day
		2 Primary Housing Co-perative Societies having loan outstanding upto Rs.1 crore aginst members	Rs. 50/- per sitting per day

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All the Primary Housing Co-operative Societies may fix the rates of travelling allowance, daily allowance and sitting fees and incorporate the same in their bye-laws, if necessary, by making necessary amendment, as stipulated in sub rule (5) of rule 48 of the KCS Rules 1969.

Minnie Mathew
Registrar of Co-operative Societies

No.G 40338/95 Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 9-11-95

CIRCULAR No. 28/95

Sub: **Co-operative Department-General-Government nominees in the Board of Directors of various Co-operative institution important Board decision to bring to the notice of Government-instruction-issued**

Ref: **Government letter No. 5993 / C3 / 95 / Co-op: dated, 12-10-95**

It has come to the notice of Government that the Director Board of a Co-operative Society has taken an important decision involving foreign collaboration without the knowledge of Government, although one of the Director Board member was a Government nominee. If only the Government nominee had brought the agenda item to the notice of Government or the Registrar of Co-operative Societies and sought for advice on the stand to be adopted by him on the issue at the Board meeting, such an embarrassing situation could have been avoided.

In order to avoid such situation in the future, all Government Officers whose nominees in the Board of Directors of various Co-operative institutions are directed to ensure the Government interest sufficiently safeguarded while taking decision in such important matters, which are likely to cause disturbances to Government policies and standing orders. Therefore the Government nominees should take up such agenda items with Government and when the same comes up for discussion at the Board Meeting. If there is delay in getting the Government advice, the item may be got deferred till the Government takes a policy decision thereon.

All Joint Registrars are requested to bring the content of matter to all officers who are now functioning as Government nominee in the board of Directors of Co-operative Institutions.

(Sd/-)
Registrar of Co-operative Societies

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\¼À Fw.]n.(5) 46659/97 — k I IcW kwLw cPnk{SmÀ B^okv, Xncph\´]pcw

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k I IcW kYm]\§fnse `cW\S¯n¸ IqSpXÂ kpKaam¡p¶Xn\mbn \nbam\pkcWw sXcsª Sp¡s¸Sp¶ I½nän AwK§fnÂ \n¶pw ss_em hyhkYI{] Imcw FIvkn Iyq«oh I½nänbpsSbpw aä hnhn[k_ I½nänbpsSbpw tbmK§fnÂ _Ôs¸«hÀ am{Xw]s¦Sp¡ Wsa¶pw AÀ I amb B\pIqey§Ä ssI¸ämsa¶pw hyhkYbpfft¸mÄ Nne kwL§fnÂ AhnsS \S¡p¶ hnhn[§fmb FÃm tbmK§fnepw _Ôs¸« AwK§Ä¡p]pdsa I½nän AwK§Ä an¡hcpw]s¦Sp¡p¶Xmbpw _Ôs¸« AwK§Äs¡m¸w Sn.F., Un.F., knänwK ^okv XpS§nb FÃm B\pIqey§fpw]äp¶Xmbpw രജിസ്ട്രാരുടെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ഇതു പ്രോത്സാഹജനകമായ ഒരു പ്രവണതയല്ലാത്തതിനാൽ ആയതു നിരുത്സാഹപ്പെടുത്തേണ്ടതാവശ്യമാണ്. എന്നാൽ GsX¦nepw {]tXyI hnjb§fnÂ A\p`hPRm\apffhcpsS hnZKv²m`n{]mb§Ä Bcmbm³ AYhm D]tZiw e`yam¡m³ {]tXyI AXnYnIfmbn Bscsb¦nepw £Wn¨mÂ AhÀ¡v B\pIqeyw \nbam\pkrXw \ÂIp¶XnÂ A]mIXbnsÃ¦nepw AsXmcp]Xnhm¡n Ahsc £Wn¡p¶Xpw B\pIqey§Ä \ÂIp¶Xpw icnbmb \S]Snbmbn ImWm³ Ignbp IbnÃ.

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2. A\p`h Ú m\apffhcpw hnZKv²tcbpw kwL¯nsâ D¯aXmÂ¸cyhpw, BhiyIXbpw IW¡nseSp¯v hninjTmXnYnIfmbn £Wn¨mÂ AhÀ¡v AÀIamb B\pIൂല്യം നൽകാമെങ്കിലും ആയതു പതിവാക്കാതിരിക്കേണ്ടതാണ്.

taÂ¸d ª \nÀt±i§Ä Fല്ലാ സംഘങ്ങളുടെയും ശ്രദ്ധയിൽപ്പെടുത്തേണ്ടതും കർശനമായി പാലിക്കുന്നുണ്ടോ എന്ന് ഡിപ്പാർട്ടുമെന്റ് ഉദ്യോഗസ്ഥൻമാർ ഉറപ്പുവരുത്തേണ്ടതുമാണ്.

joem tXmakv, sF. F. Fkv.
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`cW k anXn

NO CB(4) 36585/99 — Office of the Registrar of Co-operative societies
Thiruvananthapuram, 26-4-2000

CIRCULAR No.19/2000

Sub: **Kerala State Co-operative Bank/District Co-op: Banks/Kerala State Co-operative Agricultural and Rural Development Bank/ Primary Agricultural and Rural Development Banks/Urban Banks/ Primary Credit societies (Agricultural and Non Agricultural Credit Societies)-payment of T.A., D.A. and sitting fees to Board of Directors-Honorarium to Directors-Revised rates fixed-Regarding.**

Ref:
1. **Proceedings No.CB (1) 41859/97/Rdis. Dated, 21-10-98 of Registrar of Co-operative Societies.**
2. **Circular No.57/93 dated, 18-9-1993 of Registrar of Co-operative Societies.**
3. **Circular No.14/95 dated, 20-6-95 of Registrar of Co-operative Societies.**
4. **Circular No.27/96 dated, 7-11-1996 of Registrar of Co-operative Societies.**
5. **Circular No.56/93 dated, 14-9-93 of Registrar of Co-operative Societies.**
6. **Proceedings No.CLT (3) 15642/98 dated, 22-6-99 of Registrar of Co-operative Societies.**
7. **Request dated, 2-8-99 of the Kerala Urban Co-op: Banks Federation.**
8. **Request dated, 20-11-98 of the Kerala Primary Co-op: Societies Association.**
9. **Request of the Management of Primary Agricultural and Rural Development Banks.**

As per references read as 1 to 6 above, the rates of T.A., D.A. and sitting fees payable to the members of the Board of Directors and honorarium to the President of the Kerala State Co-op: Bank, District Co-operative Banks, Kerala State Co-operative Agricultural and Rural Development Bank, Primary Agricultural and Rural Development Banks, Urban Co-operative Banks and Primary Agricultural and non Agricultural Credit societies were fixed.

Requests have been received vide reference 7,8 and 9 above, to enhance the present rates paid towards TA, DA and sitting fees of the members of the Board of Directors and honorarium of Presidents.

After examining the matter in detail and considering the fact that the present rates were fixed long ago the maximum rates of TA, DA and sitting fees payable to the President and members of the Board of Directors and honorarium of the President, of Kerala State Co-operative Bank, District Co-operative Banks, Kerala State Co-op: Agricultural and Rural Development Bank, Primary Agricultural and Rural Development Banks, Urban Banks and Primary Credit Societies including Agricultural and Non Agricultural and composite Credit Societites in the State are revised and refixed under Rule 48 (5) and Rule 49 of KCS Rules 1969, as detailed in the annexure appended to this circular. The revised rates will take effect from 1-4-2000

K. Chandrasena Prasad
Additional Registrar (Consumer)
In charge of Registrar of Co-operative Societies

No.CB(4)36585/99 Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 26-6-2000

CIRCULAR No.35/2000

Sub: **Revision of T.A., D.A., Sitting fee and Honorarium to president of Co-operatives fixed-Modification ordered**

Read: **This office circular No. 19/2000 dated 25-4-2000.**

As per the circular cited the T.A. rates in respect of the Urban Banks were revised. Subsequently it has come to the notice that the revised rate is below the rates already in existence. Therefore the T.A. rates in respect of the Co-operative Urban Banks are modified as shown below.

1. Banks having Working Capital of Rs. Two Crores and above : Rs. 1.50 per km.
2. Banks having Working Capital of less than Rs. Two Crores : Rs. 1.00 per km.

These rates will take effect from 1-4-2000. The circular cited above will stand modified to the above extend.

Chandrasena Prasad
Additional Registrar (Consumer)
In charge of Registrar of Co-operative Societies

ANNEXURE APPENDED TO CIRCULAR NO. 19/2000

ANNEXURE I

	Kerala State Co-op: Bank	Dist. Co-op: Bank	Kerala State Co-op: Agrl. & Rural Dev. Bank	Primary Agrl. & Rural Dev. Bank	URBAN BANK Spl. Grade	URBAN BANK Class I	URBAN BANK Class II	URBAN BANK Class III	URBAN BANK Class IV	URBAN BANK Class V	PRIMARY CREDIT SOCIETIES INCLUDING AGRL. / NON-AGRL. & COMPOSITE CREDIT SOCIETIES Spl. Grade	Class I	Class II	Class III	Class IV	Class V	Class VI
DA.	150-	150-	150-	125-	125-	100-	90-	80-	70-	70-	125-	100-	90-	80-	70-	60-	60-
TA. Rate/km	2.50	2.50	2.50	1.50	0.80	0.70	0.70	0.70	0.70	0.70	0.80	0.70	0.70	0.70	0.70	0.70	0.70
Sitting Fee per day	200-	175-	200-	150-	125-	125-	100-	90-	80-	70-	125-	125-	100-	90-	80-	70-	70-
Honorarium to President/ mensum	4000-	3250-	4000-	2500-	2000-	1500-	1300-	1100-	1000-	800-	2000-	1500-	1300-	1100-	1000-	800-	600-

K. Chandrasena Prasad
Additional Registrar (Consumer)
In Charge of Registrar of Co-operative Societies

No.G3/7505/72. Office of the Registrar of Co-operative Societies,
Trivandrum, 14th August 1972

CIRCULAR No.38/72

Sub: **Supersession of committee of Co-operative Societies and appointment of Administrators/Special Officers-Supervision and control over the Administrators/Special Officers-Instructions issued.**

Administrators in the Co-operative Institutions are appointed under section 32 or section 33 of the Kerala Co-operative Societies Act. The duties and powers of the Administrators so appointed are laid down under subsections 4 and 5 of section 32 and subsections (2) and (3) of Section 33. The Administrator shall subject to the control of the Registrar and to such instructions as he may from time to time give, have power to exercise all or any of the functions of the Committee or of any Officer of the society and take all such actions as may be required in the interest of the society.

2. It is however observed that very often the departmental officers appointed as Administrators do not take up seriously the duties and responsibilities of such Administrators. Very often the Circle Officers and the Deputy Registrars also fail to exercise adequate control over the Administrators or to give them proper guidance.

3 In respect of societies whose committees have been superseded under section 32 the rectification of defects or the revival of the society is the main item of work for the Administrator. As soon as the Administrator takes charge, an action programme should be drawn up and got approved by the Deputy Registrar. In order to watch the implementation of the action programme and progress in the rectification work or in the revival of the society the administrator should submit to the Deputy Registrar every month a report on the rectification of defects irregularities or shortcomings pointed out in the supersession orders, and the progress in the implementation of the action programme. The Deputy Registrars should obtain such reports promptly and issue monthly review pointing out the extent to which defects have been rectified and the action to be taken. Copies of reviews on the rectification reports should be submitted by the respective Deputy Registrars to the concerned Joint Registrars in head Office for information.

4. In the case of the Administrators appointed under section 33, their main task will be the constitution of a proper committee within the specified period.

They are also responsible for the proper management of the society and for carrying on all its functions efficiently till the management is restored.

5. The Administrator is also the Chief Executive of the society. It is difficult to prescribe clear guidelines regarding the role of the Administrator as it depends upon the nature of work of the society. He should therefore see that his actions are aimed at the best interest of the society. Particular care should be taken in the matter of employment of funds and to avoid unnecessary expenditure. In these matters his action will be the guidelines for the committee that follow and any unwise or irregular action on the part of the Administrator is likely to have serious repercussions on the future working of the society.

6. It is observed that some of the Officers do not examine the question of future management of the societies, whose committees are under supersession, sufficiently in advance of the expiry of the period of supersession. In some cases the proposals for extension of period are received after the period of supersession has actually expired. The Deputy Registrars should take up the matter sufficiently early and send up their proposals at least a fortnight before the expiry of the period of supersession. Where there is no necessity for extending the period action should be taken sufficiently early to elect a new committee in accordance with the rules so as to take up the management on the expiry of the period of supersession.

7. It is further observed that superseded societies are not inspected periodically by the Circle Officers and Deputy Registrars before the restoration of normal management of the respective societies. The Deputy Registrars are therefore requested to see that regular Inspection is done invariably in respect of all superseded societies The inspecting Officers may be the Circle Officers in respect of lower categories of Administrators but the Deputy Registrars should also inspect all societies under supersession at least once in every quarter. Any irregularity or wanton negligence on the part of the Administrator should be severely dealt with.

8. The Administrators are subject to the usual disciplinary control as in Government service even while acting as Administrators. They should consult the Deputy Registrars before taking important policy decisions of far reaching importance and by effecting the financial position of the society. In case of urgency they can meet the Deputy Registrar and discuss matters.

9. By superseding the committee of a society the department takes up the responsibility for its proper management. The Registrar therefore trusts that all Officers will bestow special care on the societies under supersession and show to the public how the Department is interested in restoring proper management in the case of bad and dormant societies.

T. R. Sankara Pillai
Registrar of Co-operative Societies

No.G.(3) 7503/72 Office of the Regstrar of Co-operative Societies, Trivandrum, 28th May 1975

CIRCULAR No.40/75

Sub: **Co-operative Department-Establishment-Departmental Officers appointed as part-time Administrators in Co-operative Societies under section 32 and 33 of the Kerala Co-operative Societies Act-Sanction of remuneration guidelines-Issued.**

Ref: **G.O.Rt.No. 1568/74/AD dated 5-7-1974.**

In their order cited, above, Government have accorded permission under Rules 46 and 47 of the K.S.R. Part I, for the officers of the Department appointed as Part-time Administrators in Co-operative Societies to receive additional remuneration from the societies subject to the condition laid down in Rule 48 Part I, K.S.R. and subject to the condition that the additional remuneration should not exceed 20 per cent of their basic pay. The following instructions are issued for the guidance of the Deputy Registrars.

1. According to the G.O. the quantum of additional remuneration is to be fixed by the Registrar with reference to the financial position of the society/ Societies concerned and the extent of work or volume of transaction. Government have been addressed for orders permitting the Deputy Registrar to sanction remuneration to the admininstrators appointed by them under Section 33 of the Act. In respect of Administrators appointed under section 32, the remuneration will be sanctioned by the officer who issues the order under section 32.

2. Generally appointment of Administrator under section 33 is made for failure on the part of the Committee to conduct election in time. In such cases, the primary responsibility of the Administrator will be to arrange for conducting election as early as possible. Normally the term of the Administrator in such cases shall not exceed three months.

3. No remuneration shall be paid in respect of the following types of societies.

(i) Harijan Co-operative Societies.

(ii) Defunct Societies coming under Audit Classification 'D'.

(iii) Societies with working capital below Rs.10,000.

In respect of item (iii) remuneration may be allowed with the special sanction of the Registrar, taking into consideration, the man days spent, progress achieved during the period, nature of work and responsibilities etc.

4. Payment will be made only once in six months or after the entire period is over, whichever period is shorter.

5. Before sanctioning the remuneration, as assessment of work done by the Administrator should be conducted. The following factors should be taken into account for sanctioning additional remuneration.

(i) Action taken by the Administrator for Collection of overdues.

(ii) Recovery of long, pending items of assets such as suspense items, Value of deficit stock, objected payments etc.

(iii) Rectification of defects pointed out the audit, inspection, Supersession notice etc.

(iv) General progress made by the society during the period and the General Financial Position of the Societies.

(v) Business turnover, increase in membership, Share Capital deposits etc.

6. In all cases the maximum limit of 20 per cent of the basic pay need not be allowed. This will be regulated as follows:-

(i) Societies liable to pay Audit fee of Rs. 2000 and above 20 per cent.

(ii) Societies liable to pay Audit fee of Rs.1000 and above 15 per cent.

(iii) Other Societies but below Rs. 2000 10 per cent.

7. If the same officer functions as Administrator in more than one Society the total remuneration payable by all the societies together will be subject to a maximum of 20 per cent of the basic pay and it shall be apportioned among the societies concerned on the basis of their working capital/Business turn over.

8. For the purpose of Calculation of remuneration 15 days and above will be treated as one month and below 15 days will be omitted.

9. All societies managed by Administrator/Administrators shall invariably be inspected by the Assistant Registrars/Deputy Registrar at least once in six months

and immediately after the period of Administrator is over. All Societies in which Assistant Registrars work as Administrators shall be inspected by the Deputy Registrar himself.

T. N. Jayachandran
Registrar of Co-operative Societies

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Pn. H. (BÀ. Sn.) 73/86/ k l IcWw. Xncph\´]pcw, 1þ5þ1986

]cmaÀiw: 1. **15þ7þ1984þse Pn. H. (BÀ. Sn.) 1568/74/ F. Un. \¼À kÀ¡mÀ D¯ch**
2. **11þ12þ1985þse k l IcW kwLw cPnk{SmcpsS Pn. 37224/84 þmw \¼À I¯v**

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A Uan\nk t{SäÀamÀ

kqN\: 1. **Cu B ^okпse 28þ5þ1975þse 40/75þmw \¼À kÀ¡peÀ (kÀ¡peÀ]pkXIw hmeyw 1þÂ 31þmw t]P ImWpI)**

2. **15þ2þ1986þse (BÀ.än.) 173/86/ kIIcWw \¼À kÀ¡mÀ D¯ch.**

H¶mw kqN\bnÂ ImWn¨ncn¡p¶ kÀ¡pednÂ 1969þse tIcf kIIcWkwLw \nba¯nse 32,33hIp¸pIÄ {]Imcw kIIcW kwL §fnÂ]mÀ« ssSw A Uan\nk t{SäÀamcmbn \nban¡s¸Sp¶ kIIcW hIp¸nse DtZymKkY³amÀ¡p A\phZ\obamb A[nI {]Xn^ew \ÂIp¶Xp kw_Ôn¨pw, AhcpsS XÂkw_Ôamb IrXy \nÀÆlWw hnebncp¯p¶Xp kw_Ôn¨pw, \nÀt±i §Ä \ÂInbncp¶p. IqSmsX A Uan\nk t{Sätdm A Uan\nk t{SäÀamtcm `cWw \S¯nhcp¶ FÃm kwL §fnepw Aknkäâ cPnk{SmÀ AsÃ¦nÂ PnÃm tPmbnâ cPnk{SmÀ Ipd ª X BdpamkÂ¯nÂ Hcn¡epw A Uan\nk t{SädpsS tkh\ ImemhÂ[n Ahkm\n¨ DSs\bpw]cnti m[\ \S¯Wsa¶ \nÀt±in¨ncp¶p. kwL §fnÂ A Uan\nk t{SäÀamcmbn \nban¡s¸Sp¶ DtZymKkY³amÀ AhcpsS IrXy \nÀÆlW¯nÂ hogN hcp¯nsÃ¶p Dd¸p hcp¯p¶ tXmsSm¸wX § fpsS HutZymKnI kYm\am\ §Ä ZpÀhn\ntbmKw sNbXp kwL¯nsâ \m\mapJamb XmÂ¸cy§Ä¡p Im\nbpw tIm«hpw hcp¯p¶nsÃ¶p Dd¸phcp¯p¶Xn\p IqSnbmW taÂ {]kXmhn¨ncn¡p¶ Xc¯nepff]cnti m[\ \S¯Wsa¶p \nj¡Àjn¨ncp¶X. F¶mÂ]e Aknkäâ cPnk{Smd³amcpw/tPmbnâ cPnk{SmÀamcpw taÂ {]kXmhn¨ncn¡p¶ Xc¯nepff]cnti m[\IÄ \S¯nhcp¶nsÃ¶p Fsâ ശ്രദ്ധയിൽപ്പെട്ടിരിക്കുന്നു. രണ്ടാം സൂചനയിൽ കാണിച്ചിരിക്കുന്ന സർക്കാർ ഉത്തരവു {]Imcw]mÀ« ssSw A Uan\nk t{Säd³amcmbn kwL §fnÂ \nban¡s¸Sp¶ DtZymKkY³amcpsS A[nI {]Xn^ew A\phZn¨psImSp¡p¶Xn\pff A[nImcwPnÃ tPmbnâ cPnk{Smd³amcnÂ \n£n]XambncnÈ¡p¶ kYnXn¡p H¶mw kqN\bnÂ ImWn¨ncn¡p¶ kÀ¡pednÂ \nÀt±in¨ncn¡p¶ തരത്തിലുള്ള പരിശോധന വീഴ്ച കൂടാതെ നടത്തേണ്ടതിന്റെ ആവശ്യകത hÀ²n¨ncn¡pIbmW.

taÂ hnhcn¨ncn¡p¶ kmINcy¯nÂ Aknkäâ cPnk{SmÀ/tPmbnâ cPnk{SmÀamÀ H¶mw kqN\{]Imcapff kÀ¡pednÂ \niNbn¨n«pff പരിശോധന വീഴ്ച കൂടാതെ കർശനമായും നടത്തിയിരിക്കേണ്ടതാണെന്ന് ഒന്നുകൂടി CXn\mÂ \nÀt±in¨psImffp¶p.

sI. hn. IcnIrjW³ \mbÀ
kIIcWkwLw cPnk{SmÀ

k l IcW kÀ ¡ peÀ kam I mcw

\ ¼À kn. F Ê (5) 26187/91 k l IcW kwLw cPn k{SmÀ B ^o k,
Xncph \ ´]pcw, 7þ2þ1992

kÀ ¡ peÀ \ ¼À 6/92

hn j bw: **k ¡ qÄ k l IcW kwL §Äþ A U an \n k t{SäÀamÀ/ A U an \n k t{Säoh I ½äns b \nba n ¡ p ¶ Xpw kw_ Ôn ¨.**

kqN \ : **1. s I mÃw tPmbnâ cPn k{SmdpsS 15þ5þ91þse kn. F k 1969/91 \ ¼À I ¯ .**

2. kÀ ¡ mcnsâ 3þ9þ91se 7871/ kn 1/91/ k I : \ ¼À I ¯ .

k ¡ qÄ k l IcW kwL § fnÂ bYmkabwsXcs ª Sp¸ \S ¯ p ¶ Xn\ ]e kwL § fpsSbpw `mchm I n I Ä XmÂ ¸cyw I mWn ¡ mdnÃms b ¶ pw sXcs ª Sp¸ \S ¯ p ¶ Xn\ \S]Sn kzo I cn ¡ phm ³ bYmkabw h I p¸p ഉദ്യോഗസ്ഥൻമാർ ആവശ്യപ്പെട്ടാലും യുക്തമായ പ്രതികരണം ഉണ്ടാകാറില്ലെന്നും Cu km I Ncy § fnÂ k ¡ qÄ k l IcW kwL § fnÂ A U an \n k t{Säoh കമ്മറ്റിയെ നിയമിക്കേണ്ടിവരുന്നുവെന്നും സൂചന ഒന്നിലെ കത്തിൽ ജോയിന്റ് cPn k{SmÀ dnt¸mÀ« sNbXncn ¡ p ¶ p. _ Ô s¸« bqWnä C ³ k s] I Ssd k ¡ qÄ k l IcW kwL § fpsS]mÀ« ssSw A U an \n k t{Säd ³ amcmbn \nba n ¡ p ¶ X, C ³ k s] I Sd ³ amcpsS tPmen `mcw hÀ ² n¸n ¡ p I bpw D±n j S^ ew e`n ¡ msX hcpsa ¶ pw, k ¡ qÄ k l IcW kwL § fnÂ i¼fw]äp¶ Poh\ ¡ mÀ ഇല്ലാത്തതുകൊണ്ട് അഡ്മിനിസ്ട്രേറ്റർ ഭരണത്തിൻകീഴിൽ വരുന്ന സംഘങ്ങളുടെ {] hÀ ¯ \w k Xw`n ¡ p I bmW sN¿p ¶ sX ¶ pw, hnZymÀ ° n I Ä ¡ B h i yamb ]mT]p k X I § fpw t\m«p]p k X I § fpw bYmkab ¯ e`yam I msX വരുന്നുണ്ടെന്നുള്ളതും ശ്രദ്ധയിൽപ്പെട്ടിരിക്കുന്നു.

taÂ km I Ncy § Ä]cnKWn ¨ k ¡ qÄ k l IcW kwL § fpsS kpKaamb {] hÀ ¯ \ ¯ n\ sXcs ª Sp ¡ s¸« `cW k anXnbnÃm ¯ k ¡ qÄ k l IcW kwL § fnÂ \n i NnX kab]cn[n ¡ pf fnÂ (] camh [n B d am k w) sXcs ª Sp¸ \S ¯ Wsa ¶ hyh k Ybn Â Sn k ¡ pfnse {] [m\ A ²ym] I s\ ]mÀ« ssSw A U an \n k t{SäÀamcmtbm, AÃm ¯] £ w {] [m\ A ²ym] I ³ DÄs¸Sp ¯ n k l IcW \nbaw 33 (1) (_n) (ii) A \p k cn ¨ A U an \n k t{Säoh I ½nänt b tbm \nba n ¡ mhp ¶ XmsW ¶ CXn\mÂ \nÀt± i n ¨ps I mf f p ¶ p. A tXmsSm¸w k ¡ qÄ k l IcW kwL § fnÂ bYmkabw Xncs ª Sp¸ \S ¯ p ¶ Xn\ _ Ô s¸« A k n k ä â cPn k{SmÀamcpw bqWnä ഇൻസ്പെക്ടർമാരും പ്രത്യേകം ശ്രദ്ധ പുലർത്തേണ്ടതുമാണെന്ന് നിർദ്ദേശിക്കുന്നു.

hn. F k. s k ´ nÂ
k l IcW kwLw cPn k{SmÀ

AUan\nkt{SäÀamÀ

No.G.8888/92.

Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 14-2-1992

CIRCULAR NO. 9/92

Sub: **Co-operative Department-Administrators appointed under section 28 of the KCS Act-Instructions.**

Ref: **Ordinance No.3 of 1992 Kerala Co-operative Societies (Amendment) - Ordinance 1992.**

As per ordinance No.3 of 1992 published vide Government Notification No.2476 / Leg. B2 / 92 / Law dated 7-2-1992 amendments have been made to sections 21, 28 A, 33 and 89 of the KCS Act. According to the amended provision of section 28 the committee of a Co-operative society which has completed 3 years or more at the commencement of the ordinance (7-2-1992) shall cease to be in existence. Registrar is to appoint new committee consisting not more than 3 members or one or more administrator/administrators who need not be a member or members of the society to manage the affairs of the society for a period not exceeding 6 months as may be specified in the order which period may at the discretion of the Registrar and for reasons to be recorded in writing, be extended from time to time, so however, that the aggregate period shall not in any case exceed one year or till the new committee enters upon office, which ever is earlier. Accordingly administrators have been and are being appointed to manage the affairs of such societies where the term of the committee have been ceased as per the provisions of the amended section 28 of the Act.

In the above circumstances the following instructions are issued.

(1) The administrators appointed under section 28 of the KCS Act, should not take any policy decisions or make any appointments in such societies. However in extreme contingencies if the appointments are found inevitable specific prior sanction from Registrar shall be obtained through the Joint Registrar.

(2) It may also be noted that the Administrators appointed under section 28 have not been specifically authorised to nominate either himself or any member of the society to be its delegate in the other society.

The Joint Registrars will bring the above instructions to the notice of the Administrators and report compliance immediately.

(Sd/-)
For Registrar of Co-operative Societies

No.Fin.(2) 36124/92 — Office of the Registrar of Co-operative Societies, Trivandrum, 18-2-1993

CIRCULAR No.7/93

Sub: **Payment of Travelling Allowances to the part time Administrators of Co-op: Societies-Instructions issued-**

T.A. and D.A. of the Department Officers who are appointed as Part time Administrators of Co-operative societies for journey made by them in connection with the affairs of the society, will be met by the societies concerned. Part time Administrators will claim their T.A.subject to the following conditions:-

(a) Monthly claims of T.A. for journeys under taken exclusively for the affairs relating to the society may be prepared separately and claimed after getting counter signature of the concerned controlling officers (This is to avoid clubbing the claim of other journeys performed for Government purpose with those of societies).

(b) The controlling Officers who countersign the bills should ensure that total of the claims from society and Government do not exceed the monthly/ quarterly ceiling fixed by Government as per G.O.(P) 448/92/Fin. Dated 7-7-1992 and also subject to the rules and conditions laid down in Part II, Travelling Allowances of Kerala Service Rules.

V. S. Senthil
Registrar of Co-operative societies

No.G.6231/93. — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 26-3-93

CIRCULAR No. 19/93

Sub: **Co-operative Department-Administrators appointed under section 33 of the Kerala Co-operative Societies Act-Instructions-Regarding.**

Consequent to the amendment to Section 33 of the K.C.S. Act. 1969, the administrators appointed under the above section can continue in office only for a maximum period of 1 year. The intention of the legislative by amending this section is to ensure that the management of the societies, where administrators are appointed under section 33 in order to avoid administrative vacancies, is

handed over to the elected board at the earliest. But some cases were brought to the notice of the undersigned where the elections are not conducted to the committees of such societies, within the maximum time limit of one year, and as a result the terms of administrators had to be extended for a further period of six months, by the Government.

In the circumstances the Joint Registrars are requested to ensure that the administrator/administrators appointed under section 33 of the KCS Act, take steps to conduct election and to hand over charge to the elected committees within the time prescribed by the statute. Further Government can not be moved to exempt such societies from the provisions of section 33 in order to extend the term of the administrators beyond the maximum term of 1 year without unavoidable reasons.

In the cases of Societies wherein administrators are continuing and if the working of any of such societies are dormant/defunct the Joint Registrars shall take immediate steps to revive the working of such societies, if revival is possible, or else to wind up the affairs of the societies within the time limit.

The Assistant Registrars of the Taluks and the Joint Registrars of the District should ensure that the above directions are scrupulously complied with, and any lapse in complying the statutory provisions and the directions will be viewed seriously, and concerned departmental officers will personally be responsible for their lapses in complying the statutory directions.

All the Joint Registrars should acknowledge the receipt of the circular.

V. S. Senthil
Registrar of Co-operative Societies

\ ¼À 37967/97. k l IcW kwLw cPn k{SmÀ B ^o k,
Xncph\ ´]pcw, 6þ9þ1997

kÀ ¡ peÀ \ ¼À: 21/97

hn j bw: **k l IcWwþk l IcW kwL § fnse A Uan\n k t{SäÀ amcpsS I memh[n ZoÀ Ln¸n ¡ p¶ Xn\pff At] £ kaÀ¸n ¡ p¶ Xp kw_ Ôn¨ \nÀt± i § Ä.**

kqN\: **1. 8þ6þ94 se Cu B ^o knse Pn.6231/93 \ ¼À]pds ¯ gp ¯ .**

2. 13þ12þ94 se kÀ ¡ mcns â 11842/ kn 1/94/ k l . \ ¼À I ¯ .

3. 10þ1þ95 se Cu B ^o knse kn.]n.(3) 38415/94 \ ¼À I ¯ .

k l IcW kÀ¡peÀ kamImcw

kwkYm\s¯ k l IcW kwL §fnse A Uan\nk t{SäÀamcpsS Imemh[n ZoÀLn¸n¡p¶Xn\pff Xocpam\w Imemh[n Ahkm\n¡p¶Xphsc വച്ചുതാമസിപ്പിക്കാതെ കാലേകൂട്ടി അയച്ചുതരേണ്ടതാണെന്ന നിർദ്ദേശം സൂചനകൾ {] Imcw B hÀ¯n¨ \Â Inbn«pffXmW. F ¶mÂ CXp kw_ Ôn¨ Xocpam\ §Ä പലതും സമർപ്പിക്കുന്നതിൽ വളരെയേറെ കാലതാമസമുണ്ടാകുന്ന കാര്യം ശ്രദ്ധയിൽപ്പെട്ടിരിക്കുന്നു. ഇങ്ങനെ കാലതാമസമുണ്ടാകുന്ന പ്രോപ്പോസലുകൾ kÀ¡mcnte¡ b¡p¶Xn\pw kÀ¡mcnÂ \n¶pw kab_ÔnXambn D¯chpI ൾ ലഭിക്കുന്നതിനും പ്രയാസം നേരിടുന്നു. ഇതു നിർബന്ധമായി ഒഴിവാക്കേണ്ടതാണ്.

B bXn\mÂ kwkYm\s¯ k l IcWhIp¸nsâ Iogn hcp¶ k l IcWkYm] \ §fnÂ A Uan\nk t{SäÀamcpsS `cW Imemh[n ദീർഘിപ്പിക്കേണ്ടിവരുന്ന സന്ദർഭങ്ങളിൽ ടി കാലാവധി ദീർഘിപ്പിക്കുന്നതിനുള്ള Xocpam\w hyàamb ip]mÀitbmSpIqSn Imemh[n Ahkm\n¡p¶Xn\p രണ്ടുമാസം മുൻപെ അയച്ച് തരേണ്ടതാണ്. കാലാവധി ദീർഘിപ്പിച്ചു നൽകിക്കഴിഞ്ഞാൽ ap¶pamk¯n\Iw \nbam\pkrXw sXcsª Sp¸ \S¯m³ \S]Sn സ്വീകരിക്കേണ്ടതാണ് എന്ന് എല്ലാ ജോയിന്റ് രജിസ്ട്രാർമാർക്കും കർശനമായി നിർദ്ദേശം \ÂIp¶p. C¡mcy¯nÂ hogN hcp¯p¶ _Ôs¸« DtZymKkY³amÀs¡Xnsc IÀi\amb in£m\S]SnIÄ kzoIcn¡p¶XmsW¶pw HmÀ½s¸Sp¯p¶p.

tPmbnâ cPnk{SmÀamÀ Sn \nÀt±i§Ä _Ôs¸« FÃm ഉദ്യോഗസ്ഥൻമാരെയും അറിയിക്കേണ്ടതാണ്.

sI. N{µtk\{] kmZ
k l IcWkwLwcPnk{SmdpsS NmÀPp hIn¡p¶
A Uoj WÂ cPnk{SmÀ (s{IUnä)

sXcs ª Sp¸

No.VC(2) 42302/80 Office of the Registrar of Co-operative Societies, Trivandrum, 25-7-1981

CIRCULAR No.35/81

Sub: **Election to Committees of Co-operative Societies-notice for convening the General Body for election is essential-instructions issued.**

Ref: **Circular No.87/76 dated 28-12-1976**

While disposing an appeal petition challenging the validity of an election in Appeal No.2/80 the Kerala Co-operative Tribunal observed that the violation of the mandatory provision of convening a general body meeting for the election is fatal to the validity of the election. The reference was relating to the conduct of an election to the committee of a society where notice calling for the general body meeting had not been issued by the society. Section 29 (1) (b) of the K.C.S. Act enjoins that a general body meeting shall be held for purpose of election of the members of the committee. Such a meeting has to be called for by the issue of notice by the society as laid down in its bye-laws. The noncompliance of this provision of law in procedure for election vitiates the entire proceedings and hence the election would not be valid. Accordingly the Tribunal allowed the appeal setting aside the election challenged before it as per its judgement dated 15-9-1980.

In Circular No.87/76 dated 28-12-'76, under directive No.8 it was required that a copy of the resolution convening the general body meeting should also be sent along with the intimation of election to be sent by the Returning Officer under Rule 35 (3) of the K.C.S. Rules. This method of intimation is not considered sufficient or valid to be a notice issued by the society calling for a general body meeting. It is therefore necessary that a separate notice calling for the general body meeting for the election is issued by the society as is usually required for convening general body meetings as per bye-laws apart from instruction issued by the Returning Officer under Sub-Rule 3 (a) of rule 35 of K.C.S.Rules. The notice may be signed by the Secretary or person designated in this regard as per bye-laws. To avoid unnecessary extra expenditure in this regard, this notice may be sent along with the intimation to be sent by the Returning Officer.

Directive No.8 in the above said circular is accordingly modified as under:

"8 - After the publication of the final list the Returning Officer shall issue intimation under Rule 35 (3) of the K.C.S. Rules along with the notice of the

society convening the general body meeting for purpose of election to all voters included in the final list" (this may be issued on such a way as to give an interval of at least 15 days between the date of issue of such intimation and the date of poll).

The Circular cited is modified to this extent.

(Sd/-)
For Registrar of Co-operative Societies

\¼À 49288/91

k l IcW kwLwcPn k{SmÀ B^okv,
Xncph\´]pcw, 7þ7þ1982

kÀ¡peÀ 29/82

hnjbw: **k l IcW kLYm]\§fnse `cW kanXnIfnte¡v തെരഞ്ഞെടുപ്പിനുവേണ്ടി വരുന്ന ചെലവുകൾ വഹിക്കുന്നതിനെ kw_Ôn¨v.**

k l IcW kLYm]\§fnse `cW kanXnIfnte¡v \S¡p¶ sXcs ª Sp¸n\v \nb{´Wc InXambn sNehpIÄ \S¯nhcp¶ XmbnGXm\pw Zr jvSm´§Ä {i²bnÂs¸«ncn¡p¶p. t]mfnwKv DtZymKkvY³amsc വീടുകളിൽനിന്നും കൊണ്ടുവരുന്നതിനും തിരികെ കൊണ്ടാക്കുന്നതിനുമുള്ള SmIvkn¡qen, t]mfnwKv Hm^okÀamÀ¡v A\[nIrXambn \ÂIp¶ Aeh³kv XpS§n hnhn[ C\§fnembn `oaamb XpIIÄ Nne kwL§Ä sNehp വരുത്തുന്നുണ്ട്. ചെലവുകൾ അനധികൃതമാണെന്നുള്ളതിനു പുറമെ C¯c¯nepff sNehpIÄ¡v bYmÀ°¯nepff hu¨dpIÄt]mepw kq£n¡phm³ kwL§Ä¡p Ign ª n«nÃ. C¯c¯nepff sNehpIfpsS XpIIÄ FÃmw IqSn sXcs ª Sp¸p sNehp F¶v ImWn¨v sk{I«dn H¸n« AtX hu¨dmWv kwL§fnÂ]et¸mgpw kq£n¨p ImWp¶X.

apIfnÂ]d ª Xc¯nepff A\mhiyamb sNehpIfpw hogNIfpw bmsXmcp ImcWhiimepw A\phZn¡p¶XÃ. C¡mcy¯nÂ Xmsg]dbp¶ നിർദ്ദേശങ്ങൾ കർശനമായും നടപ്പിൽ വരുത്തേണ്ടതാണ്.

1. sXcs ª Sp¸n\p \ntbmKn¡p¶ dnt«WnwKv Hm^okÀ¡v \nbam\pkcWw A\phZ\obamb {]Xn^ew am{Xta \eImhq. t]mfnwKv Hm^okÀamcmtbm atäm \nban¡s¸Sp¶ Un¸mÀ«psaâ DtZymKkvY³amÀ kwL¯nÂ \n¶v bmsXmcp{]Xn^ehpw kzoIcn¡phm³]mSnÃm¯XmIp¶p

2. sXcs ª Sp¸nt\mSv A\p_Ôn¨v bm{XIÄ¡v dnt«WnwKv Hm^okÀamÀt¡m aäp Un¸mÀ«psaâv DtZymKkvY³amÀt¡m kwL¯nsâ

sXcs ª Sp¸

sNehnÂ SmIkn GÀs¸Sp¯ns¡mSp¡m³]mSnÃm¯XmW. DtZymKkY³amÀ¡ \nbam\pkcWw e`n¡p¶ bm{X¸Sn¡p am{Xta AhImi ap ണ്ടായിരിക്കുകയുള്ളു.

3. sXcs ª Sp¸ns\ kw_Ôn¨pff FÃm sNehpIfpw sXcs ª Sp¸ ചെലവ് എന്ന ഹെഡ്ഡിൽ തന്നെ കാണിക്കേണ്ടതും കണ്ടിജന്റ് എക്സ്പെൻഡിച്ചർ,]ehI sNehpIÄ, {]nânwK Bâ ktäj \dn XpS§n hnhn[sIUpIfnembn sXcs ª Sp¸ kw_Ôamb sNehpIÄ ImWn¡p¶ \S]Sn അവസാനിപ്പിക്കേണ്ടതാണ്.

4. asäÃm hu¨dpIsfbpw t]mse sXcs ª Sp¸ kw_Ôamb hu¨dpIfpw bYmÀ° ¯nÂ]Ww]äp¶ BÄ Xs¶ H¸n«n«pffh bmbncn¡Ww. A{] ImcaÃmsX hcp¯p¶ sNehpIÄ¡ kwL¯nsâ No^ F IknIyq«oh hyIXn]cambn D¯chmZnIfmbncnípw.

5. kwLw]cntim[\¡pw B Unänse NpaXes¸« DtZymKkY³amÀ sXcs ª Sp¸ sNehpIÄ IÀi\ambpw]cntim[n¡pIbpw Fs´¦nepw അപാകതകൾ ഉണ്ടെന്നു കാണുകയാണെങ്കിൽ അതിനെ സംബന്ധിച്ച് ഒരു പ്രത്യേക റിപ്പോർട്ട് മേലധികാരിക്ക് ഉടൻ തന്നെ നല്കേണ്ടതും അതിൻമേൽ ഉചിതമായ നടപടികൾ മേലധികാരികൾ സ്വീകരിക്കേണ്ടതുമാണ്.

6. Cu \nÀt±i§Ä]men¡phm³ FÃm Un¸mÀ«psaâ DtZymKkY³amcpw ശ്രദ്ധിക്കേണ്ടതാണ്. ഇവ ലംഘിക്കുന്നവരുടെ പേരിൽ കർശനമായ ശിക്ഷണ \S]SnIÄ kzoIcn¡p¶Xmbncn¡pw.

sI. Fw. _meIrjW³
kIIcWkwLw cPnk{SmÀ

\¼À.hn.(2) 43355/83. kIIcWkwLwcPnk{SmÀ B^okv,
Xncph\´]pcw. 20þ9þ1983

kÀ¡peÀ 50/83

hnjbw: **kIIcW kY ാപനങ്ങളിലെ തെരഞ്ഞെടുപ്പിനുവേണ്ടി D]tbmKn¡p¶ _meä t]¸À {]mtZin I `mjbnÂ A¨Sn¡p¶Xpkw_Ôn¨v.**

tIcfm kIIcWNട്ടം–35 (3) പ്രകാരം ബാലറ്റ് കടലാസിൽ ഉണ്ടായിരിക്കേണ്ട വിവരങ്ങളും, അതിന്റെ ക്രമീകരണത്തെപ്പറ്റിയും വിശദമായി പ്രതിപാദിച്ചിട്ടുണ്ട്. എന്നാൽ, ബാലറ്റ് കടലാസുകൾ ഏതു ഭാഷയിലാണ് അച്ചടിക്കേണ്ടതെന്ന് hyIXam¡nbn«nÃ. AXn\mÂ,]e kIIcWkYm]\§fpw CwKfoj

k l IcW kÀ¡peÀ kaml mcw

`mj bnÂ _meä ISemkpIÄ X¿mdm¡p¶Xmbpw, X³aqew km[mcW sa¼Àam À¡]ck lmbanÃmsX thm« sN¿phm³ _p²nap«p t\cnSp¶Xmbpw രജിസ്ട്രാറുടെ ദൃഷ്ടിയിൽപ്പെട്ടിരിക്കുന്നു. അതുകൊണ്ട് ഇത്തരം ബുദ്ധിമുട്ടുകൾ Hgnhm¡p¶Xn\pw, sXcs ª Sp¸nsâ lmcy¯nÂ Cu k täänÂ Hcp GlolrX സ്വഭാവം ഉണ്ടാക്കുന്നതിനുമായി താഴെപ്പറയുന്ന നിർദ്ദേശങ്ങൾ നൽകുന്നു.

1. സഹകരണസംഘങ്ങളിലെ തെരഞ്ഞെടുപ്പിനുവേണ്ടി തയ്യാറാക്കുന്ന ബാലറ്റ് കടലാസുകൾ സാധാരണഗതിയിൽ മലയാളഭാഷയിൽ തയ്യാറാക്കപ്പെടേണ്ടതാണ്.

2. F¶mÂ, aebmf`mj ¡p ]pdta asämcp `mj D]tbmKn¡p¶ kYe§fnÂ FÃm AwK§Ä¡pwa\ÊnemI¯ ¡ hn[¯nÂ aebmf`mj ¡p ]pdta B `mj IqSn _meä ISemkpIfnÂ ഉപയോഗിക്കപ്പെടേണ്ടതാണ്.

ചട്ടം 35 (3) പ്രകാരം, ഉണ്ടായിരിക്കേണ്ട വിവരങ്ങൾ എല്ലാം കൃത്യമായി ചേർത്തിട്ടുണ്ടോയെന്നു ബാലറ്റ് കടലാസുകൾ തയ്യാറാക്കുമ്പോൾ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

taÂ¸d ª \nÀt±i§Ä]men¡phm³ dnt«WnwK B ^okÀamcpw സഹകരണസംഘങ്ങളും പ്രത്യേക ശ്രദ്ധ പതിപ്പിക്കേണ്ടതാണ്.

sI. Fw. _meIrjW³
k l IcWkwLw cPn k{SmÀ

No.V(2) 61563/83.K.Dis. Office of the Registrar of Co-operative Societies, Trivandrum. 31-10-1983

CIRCULAR No. 57/83

Sub: **Election-election to the Board of Directors of Societies-Instructions issued.**

Conduct of election to the Board of Directors of Co-op: is an important responsibility of departmental officers. The Returning Officers are primarily responsible for conducting election strictly in accordance with Rule 35 of the Rules. The mandatory provisions of the Rules will have to be adhered to strictly. There have been instances where the Returning officers erred in complying with the provisions of the Rules in full resulting in avoidable litigation and consequent problems to the societies and department. This has to be avoided. Apart from the Rules, the rulings from the Court are also available for guidance to the officers. They are requested to post themselves with up-to-date information regarding election so that on no account an election is set aside for reasons of

effective procedure adopted or failure to go by the provisions of the rules. The Joint Registrars may discuss the rules and the rulings of the Court in the monthly conferences so that all will be well informed of the statutory requirements. They may also be informed that cases of negligence will be treated as an act of in-discipline and dealt with accordingly.

Apart from adhering to the rules and the procedure, the Returning Officers have to be impartial. It will be necessary not only that they are strictly impartial but also appear to be so in the eyes of persons concerned in an election while bonafide mistakes will be understandable. Any partisan action on the part of the Returning Officers will be taken serious note of and dealt with accordingly. Adverse comments from the Court particularly regarding partisan attitude of the Returning Officer will entail in disciplinary action.

Sd/-
For Registrar of Co-operative Societies

No.V2-66508/83 Office of the Registrar of Co-operative Societies,
Trivandrum, 28-11-1983

CIRCULAR No.62/83

Sub: **Co-operative societies Rules, 1969 (Kerala)**

Ref: **Rule 35 (3) (p) whether once election is stopped by the Returning officer it can be continued from the stage at which it was stopped.**

As per clause (p) of sub-rule (3) of Rule 35 of the Kerala Co-operative Societies Rules, the Returning Officer shall have power to stop the polling under certain circumstances. But the Rule is silent as to from where the election process should again be started when the polling or the election process is stopped by the Returning Officer. The view hither to adopted was that the election process once stopped cannot be continued from the stage at which the election was stopped but it has to be resumed afresh. Now the Kerala High Court by a Division Bench decision in Abubaker Vs Kunhavaran and others (1983 K.L.T.995) has held that once the election is stopped by the Returning Officer under Rule 35 (3) (p) it can be continued from the stage at which it was stopped.

In the above decision the High Court has held as follows:

“Rule 35 (3) (P) provides for stopping the polling and this may be done at any stage of the polling. It is on the satisfaction that it is not possible to take the poll.

The power to stop the polling is not a power which enables him to efface what has already been done. The power of cancellation is different from the power of stopping. When something is cancelled what has already been done is effaced. The rule contemplates stopping because polling cannot go further on account of certain circumstances until a situation arises where the obstruction or obstacle is removed. Necessarily therefore by its very character stopping of a polling does not mean that what has been done would be rendered ineffective. Even from the point of view of expediency this would be a proper approach for otherwise the election will have to commence over and over again if only there is an attempt again and again to create some trouble or obstruction. The incentive for creating such obstruction would be more if the effect of such obstruction is to nullify whatever has been done by way of polling. Apart from that on the plain meaning of the rule it is proper to treat stoppage as one which for the time being operates to discontinue the polling so that it may be continued again. If it could be continued the very fact that it is continued would show that it could be taken up from the stage at which it was stopped. In the context of the rules it is not possible to read the words "stop the polling" to mean that whatever has been done is also nullified".

K. M. Balakrishnan
Registrar of Co-operative Societies

No V2-30266/84. Office of the Registrar of Co-operative Societies, Trivandrum, 5-6-1984

CIRCULAR No. 30/84

Sub: **Co-operative Societies Rules 1969-Rules 26 and 35-Those who are enrolled within 30 days prior to date of issue of Notice for general body meeting if entitled to get themselves included in the list of members to be prepared under rule 35 (3) (b) and exercise the right to vote.**

In Bhaskaran Vs.Returning Officer (1984 KLT 488) a question has come up for consideration before the Hon'ble High Court as to whether persons who are enrolled within 30 days prior to the date of issue of Notice for general body meeting is entitled to get themselves included in the List of Members to be prepared under Rule 35 (3) (b) and exercise the right to vote. The High Court has held that in view of the mandatory provision contained in rule 26 of the Rules the persons enrolled within 30 days prior to the date of issue of notice for the general body meeting shall not have the right to be included in the list of members to be prepared or the right to vote at the general meeting.

The High Court in the above decision has stated as follows.

"There is absolutely no legal basis for the argument that because rule 35 (3) (b) requires the committee in office to prepare the List of Members qualified to vote at the general meeting as it stood on a day 30 days prior to the date fixed for the poll, the society would be at liberty to enrol members upto that date, and therefore, those who were enrolled within 30 days prior to the date of issue of the notice for the general meeting also would be entitled to get themselves included in the List of members to be prepared under rule 35 (3) (b) and also to exercise the right to vote. If that is the position, the provisions contained in rule 26 of the rule would have Little or no meaning. It is wrong to assume that merely for the reason that rule 35 (3) (b) requires the committee in office to prepare and submit a list of members as it stood on a day 30 days prior to the date fixed for the polling, all the members who are purported to have been enrolled prior to that date, including those who had been so enrolled within 30 days prior to the date of issue of the notice for the general meeting, would have a right to member ship and right to vote at the election. It is significant to note that the requirement under Rule 35 (3) (b) is the preparation of a list of members qualified to vote at the election; and there could be no doubt that those persons who are excluded by the operation of the provisions contained in rule 26 from claiming right to vote at the election, could not claim the right to get themselves included in the list of members to be sent by the committee in office to the Returning Officer.

Rule 26 relates to the time limit within which members are to be admitted by the society, and rule 35 (3) (b) relates to the preparation of the list of members qualified to vote to be supplied to the Returning officer. It appears to be illogical to conclude that the direction in rule 35 (3) (b) to prepare the list of qualified members as it stood on a particular day would enable the society to go on enrolling members till that day, and that every member purported to have been so enrolled would have the right to member ship and the right to vote at the election. In view of the mandatory provision contained in Rule 26 of the Rules the persons enrolled within 30 days prior to the issue of notice for the general meeting would not in any event be entitled to be included in the list of members to be prepared; it is only the members who are qualified to vote who are to be included in the said list; and Sub rule (2) of rule 26 is specific that members enrolled during the prohibited period would not be entitled to the right to vote.

M. Vijayanunni
Registrar of Co-operative Societies

k l lcW kÀ¡peÀ kaml mcw

No.G.41858/87. Office of the Registrar of Co-operative Societies,
Trivandrum, 11-10-1987

CIRCULAR No. 49/87

Sub: **Kerala Co-Operative Societies Rules, 1969 Rule 35 (3) (a)-Not ultra vires of section 104 of the Kerala Co-operative Societies Act, 1969. The terms 'Notice' and 'intimation' - Meaning and distinction-Decision of High Court Communicated.**

While disposing of the writ petition in Kunhikrishnan Vs.Secretary Nadapuram Service Co-operative Bank Ltd. (1987 (1) KLT 201) the Hon'ble High Court of Kerala has held that there is no inconsistency between Rule 35 (3) (a) and Section 104 of the Kerala Co-operative Societies Act, 1969. The relevant extract of the judgement in the above writ petition is reproduced below for information and guidance.

"The term 'notice', which has received judicial interpretation in diverse contexts, connotes something more concrete than a mere disclosure or intimation. (See the observation of Lord Robertson in Clough V.Samul, (1905) A.C.442 at 449). Parke B.stated in Burgh V.Legge.8.L.J.Ex 258 that 'notice' is a direct and definite statement of a thing, as distinguished from supplying materials from which the existence of such thing may be inferred. The case law would indicate that in the background of a serious impact on valuable rights of parties, the term 'notice' has been associated with direct, specific and definite intimation effectively given. It is unnecessary to labour upon the generalities in different legal fields and together some guiding material when the enactment question itself gives internal aides to get at the moorings and direction.

A perusal of the provisions of the Kerala Cooperative Societies Act will show that a notice as such is visualised in contexts where consequences of a serious nature are involved. A notice in writing is to be given to members when a resolution is passed to change the form or extent of liability. (See S.11). Notice is required in the context of amalgamation transfer of assets, liabilities and division of societies (S.14), appointment of new committee or administrator (S 33), enforcement of charge (S.75) and proceedings before the Tribunal by way of revision or review (Ss.84 and 85). Reference to notice occurs in Rule 18 (Expulsion of member), Rule 35 (3) (g) (withdrawal of candidature), Rule 67 (Reference of disputes), Rule 71 (application for enforcement of charge), Rules 74, 76, 78, 79, and 81 (procedure for execution of decision, award or

order etc.), Rules 129, 155, 157, 167 and 169 (Election of members of the Circle Cooperative union and a allied matters), S.33 (b) dealing with appointment of new committee or administrator. Rule 9 (procedure regarding amendment of bye-laws), Rule 76 (intimation of the place, day and hour of sale in execution proceedings) and Rule 129 (c) (Election of members to circle Cooperative Union), employs the term ‘intimation’. It is thus evident that in relation to the election, (which no doubt involves a serious matter as regards the exercise of franchise, by a member) the legislature has contemplated a less rigorous provision, which combines fairness with practicality. It is in that context that the rule subtly speaks only of intimation and only on ‘intimation’ being given. A certificate of posting is insisted upon to ensure that intimation in relation to election has been given. Ordinarily and in the absence of any foul play or deceitful means any member to whom the initiation of the election is sent by a letter under certificate of posting, would get such intimation. That would be fair enough procedure. If in relation to such an election, actual service is insisted upon, it may virtually result in an undue delay in, if not altogether a defeat of, the election process. It would therefore appear that the legislature and the rule making authority have consciously made a distinction between notice and intimation, depending upon the context in which information on an aspect has to be disclosed. In that view of the matter there is no inconsistency between Rule 35 (3) (a) and S.104 of the Act”.

K. J. Thomas
Additional Registrar (Credit)

No.CP(1) 30056/91. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 21-8-1991

From

The Registrar of Co-operative Societies,
Thiruvananthapuram.

To

All Joint Registrars.

Sir,

Sub: **Co-op. Department-Election to Co-op. Societies Observation of the Hon’ble High Court in O.P.No.5248/89Y—Reg.**

Ref: **Nil**

The Hon’ble High Court of Kerala, while delivering judgment in O.P.No.5248/89-Y observed that the Returning Officers appointed to conduct election to the Co-operative Societies, and the authorities should scrupulously

follow the statutory responsibilities entrusted to them, and the election to the co-operative societies must be conducted in a fair manner, ensuring that some do not gain undue advantage over others.

The court contended the conduct of the Returning Officer, in the captioned O.P. in giving three days time with holidays intervening, cannot be appreciated, and held that every statutory functionary must realise the responsibilities and should act fairly. The court voiced that the Returning Officer should have allowed more time to inspect draft voters list for raising objections if any stupefying rights by mechanisation cannot be experienced. The Returning Officer should also have passed specific orders on the representations made by the petitioners. The Hon'ble Court also held that the competent authority well to ensure in future that there is at least a gap of 30 live days between the publication of the draft voters list and the election and after publication, at least a weeks time should be available for raising objections. Otherwise there should be 20 days time between the last day for scrutiny of nomination paper and the election fixed. The Hon'ble High Court on that by hurrying through a time frame, often rights are rendered ineffective. In several cases by a process of hustling through warily or unwarily objects as sometimes muffled.

In this respect all officers and the department are requested to see that all statutory provisions in the Kerala Co-op.Societies Act and rules framed thereunder and the time schedule mentioned above are strictly followed while performing the duties of Returning Officers.

Yours faithfully
For Registrar of Co-op.Societies

\¼À kn.]n.(3) 28018/91. k l IcW kwLwcPn k{SmÀ B^o k,
Xncph\´]pcw 29þ1þ1992

kÀ¡peÀ \¼À 7/92

hnjbw: **{]mYan I k l IcW kwL §ÄþsXcs ª Sp¸ kw_Ôn¨ sNehp IÄþ\nÀt±i §Ä]pds¸Sphn¡p¶Xp kw_Ôn¨.**

kwkYm\¯nse k l IcW kwL §fpsS sXcs ª Sp¸nt\mS A\p_Ôn¨pff sNehp IÄ {I amXoXambn hÀ²n¨phcp¶ Xmbpw, C¡mcy¯nÂ Nnehbnse¦nepw {I at¡SpIÄ \S¡p¶ Xmbpw,]cmXn IÄ e`n¡pI bpw B bXnsâ ASnkYm\¯nÂ \S¯nb At\zjW¯nÂ Nne k l IcW kwL §fpsSsb¦nepw sXcs ª Sp¸ sNehp IÄ AXn`oaambn

sXcs ª Sp¸

hÀ ² n¨ phcp ¶ Xmbn Cu B ഫീസിന്റെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ബാലറ്റ് പേപ്പർ A ¨Sn, DtZymK k Y ³ amÀ ¡ pf f _ ¯ , ` £ Ws ¨ e h XpS § nb C\ § fne k W IqSpXÂ XpI I Ä sNe hgn ¡ p ¶ Xmbn {i ² bnÂs ¸ «n«pf fX. k I IcW സ്ഥാപനങ്ങളുടെ ഫണ്ടുകൾ അനിയന്ത്രിതമായി ചെലവ് ചെയ്യുന്നതു നിയന്ത്രിക്കേണ്ടതാണെന്ന് കാണുന്നതിനാൽ ചുവടെ ചേർക്കുന്ന നിർദ്ദേശം] pds ¸ Sp hn ¡ p ¶ p.

1. t I cf k I IcWN«w 1969, N«w 35 (3) (sF)þse hyh k Y I Ä {] Imcw sXcs ª Sp¸ \S ¯ p ¶ Xn\mbn \nt bmKn ¡ s ¸ «n«pf f dnt«WnwK B ^o k À ¡ _meä t] ¸À A ¨Sn ¡ p ¶ Xn\ A [n I mcanÃm ¯ XmW. F ¶ mÂ Nne k Ym] \ § sf ¦ nepw CXn\ hncp ² am bn {] hÀ ¯ n ¨ n«pf f I mcyw cPn k {SmdpsS {i ² bnÂs ¸ «ncn ¡ p ¶ p. bmsXmcp I mcWh i mepw, _meä t] ¸dnsâ A ¨Sn, dnt«WnwK B ^o k ÀamÀ GsäSp ¡ phm ³]mSnÃm ¯ XpwSn NpaXe kwL § sf തന്നെ ഏല്പിക്കേണ്ടതുമാണ്.

2. sXcs ª Sp¸ kw_ Ôn ¨ tPmen I Ä ¡ , aXnbmb Poh \ ¡ msc am{Xta \nt bmKn ¡ phm ³]mSpf fp. B h iy ¯ nÂ IqSpXÂ DtZymK k Y ³ amsc bmsXmcp I mcWh i mepw \nt bmKn ¡ phm ³]mSpf fXÃ. A m{XaÃ, sXcs ª Sp¸ tPmen ¡ \nbp I Xcmbn«pf f DtZymK k Y ³ amÀ ¡ cPn k {SmÀ \n i Nbn ¨ n«pf f \nc ¡ nÂ Df f än.F., Un.F. am{Xta \Â I m ³]mSpf fq. C{] Imcw hm § p ¶ Xp I ¡ dnt«WnwK B ^o k À H ¶ mbn hu ¨À \Â I p ¶ X ഒഴിവാക്കേണ്ടതും തുക കൈപ്പറ്റുന്ന ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാർ പ്രത്യേകം പ്രത്യേകം വൗച്ചർ നൽകേണ്ടതുമാണ്.

3. IqSmsX sXcs ª Sp¸ tPmen I Ä ¡ \nt bmKn ¡ s ¸ Sp ¶ DtZymK k Y ³ amcpsS bpw aä _ Ô s ¸ «hcpsS bpw aä sNe hp I Ä bmsXmcp I mcWh i mepw kwL w h I n ¡ phm ³ \mSpf fXÃ.

taÂ \nÀt± i § ൾ കർശനമായും ബന്ധപ്പെട്ടവർ പാലിക്കേണ്ടതാണെന്നും CXn\p hn] coXam bn {] hÀ ¯ n ¡ p ¶ kwL w No^ F I k n I yq«o h/ DtZymK k Y ³ amÀ F ¶ nhÀs ¡ Xnsc IÀ i \am b \S] Sn I Ä kzo I cn ¡ p ¶ Xm sW ¶ pw HmÀ½s ¸ Sp ¯ p ¶ p. PnÃbnse tPmbnâ cPn k {SmÀamÀ / sU] yq«n രജിസ്ട്രാർമാർ /അസിസ്റ്റന്റ് രജിസ്ട്രാർമാർ ഇക്കാര്യം ശ്രദ്ധിക്കേണ്ടതും, X § fpsS \nb{´ W ¯ nepf f DtZymK k Y ³ amÀ kÀ ¡ peÀ \nÀt± i § Ä പാലിക്കുന്നുണ്ടെന്ന് ഉറപ്പുവരുത്തേണ്ടതും ആണ്.

hn. F k. s k ´ nÂ
k I IcW kwL w cPn k {SmÀ

k l IcW kÀ¡peÀ kam ImcW

\¼À Pn. 29369/92. k l IcW kwLw cPnk{SmÀ B^okv,
Xncph\´]pcw, 16þ6þ1992

k l IcW kwLw cPnk{SmÀ,
Xncph\´]pcw

FÃm tPmbnâv cPnk{SmÀamÀ¡pw

kÀ,

hnjbw: **k l IcW kYm]\ §fnse Xncs ª Sp¸n\v dnt«WnwKv Hm^okÀamcpsS \nba\w kw_ Ôn¨v**

k l IcW kYm]\ §fnse `cW kanXnI fnte ¡pff Xncs ª Sp¸n\v XobXnbpw kabhpw kYehpw Xocpam\n¨v hcWm[nImcnIsf \nban¡Wsa¶ Nne k l IcW kwL §fpsS Xocpam\ ¯n³taepw അപേക്ഷയിൻമേലും ഭരണപരമായ കാരണങ്ങൾ മാത്രം ചൂണ്ടിക്കാട്ടി, ചില tPmbnâv cPnk{SmÀamÀ/A knkäâv cPnk{SmÀamÀ hcWm[nImcnIsf \nban¡mXncn¡p¶X {i²bnÂs¸«ncn¡p¶p. I½nänI fpsS Imemh[n]camh[n 3 hÀj ambn \nPs¸Sp¯nbn«pff kmlNcy¯nÂ, aq¶phÀj Imemh[n]qÀ¯nbm¡p¶Xn\v 60 Znh k ¯n\p ap³]mbn \nbam\pkrXw Xncs ª Sp¸v \S¯p¶Xn\v I½än Xocpam\w ssIs¡mffpIbpw {]kXpX Xocpam\w \nbam\pkrXwe`n¡pIbpwsNbXmÂ {]kXpX Xocpam\¯nsâ സാധുത പരിശോധിച്ച് ബോദ്ധ്യപ്പെടേണ്ടതും അങ്ങനെ ബോദ്ധ്യപ്പെട്ട ശേഷം വരണാധികാരിയെ നിയമിക്കേണ്ടതുമാണ്. ഭരണപരമായ കാരണങ്ങൾ മാത്രം ചൂണ്ടിക്കാട്ടി വരണാധികാരിയെ നിയമിക്കാതിരിക്കുന്ന നടപടിക്ക് നിയമസാധുത ഉണ്ടായിരിക്കുന്നതല്ല.

kwL §fpsS `cW kanXnI fpsS Imemh[n Ignbp¶Xn\v 60 ദിവസത്തിനു മുൻപ് നിയമാനുസൃതതീരുമാനം കൈക്കൊണ്ടിട്ടുണ്ടെങ്കിൽ, സംഘങ്ങളുടെ തിരഞ്ഞെടുപ്പ് യഥാസമയം നടത്തുന്നതിനു വേണ്ട നടപടികൾ വകുപ്പ് ഉദ്യോഗസ്ഥൻമാർ കൈക്കൊള്ളേണ്ടതാണെന്ന് വീണ്ടും ഓർമ്മപ്പെടുത്തുന്നതോടൊപ്പം ഇക്കാര്യത്തിൽ ഉണ്ടാകുന്ന അലംഭാവം ഗുരുതരമായി ho£n¡p¶XpamsW¶pw Adnbn¡p¶p.

bmsXmcp ImcWhimepw `cW kanXnbpsS Imemh[n]camh[n 3 hÀj¯ne[nIambnZoÀLn¸n¡mhp¶XÃ F¶p{]tXyIw{i²bnÂs¸Sp¯p¶p.

Xm¦fpsS hniz kvX³
സഹകരണസംഘം രജിസ്ട്രാർക്കുവേണ്ടി

sXcs ª Sp¸

\¼À Pn. 26182/92. k l IcW kwLw cPnk{SmÀ B^okv, Xncph\´]pcw, 7þ10þ1992

kÀ¡peÀ \¼À 35/92

hnjbw: **k l IcW kYm]\§fnse AwK§Ä¡v t^mt«m]Xn¸n¨ sFUânän ImÀUv \Â¶Xp kw_Ôn¨v**

kqN\: 1. **Pn.H. Fw.F kv.\¼À. 60/92 k l. XobXn 14þ7þ92**
2. Pn.H. Fw.F kv.\¼À. 72/92 k l. XobXn 28þ8þ92

k l IcW kYm]\§fnse AwK§Ä¡v t^mt«m]Xn¸n¨ sFUânän കാർഡ് നൽകുന്നതിന് വ്യവസ്ഥ ചെയ്തുകൊണ്ട് സഹകരണ ചട്ടത്തിൽ 16 (എ) 16 (_n) 16 (kn) 16 (Un) F¶o N«§Ä]pXnbXmbn DÄs¸Sp¯p¶Xn\v k l IcW N«¯nÂ t`ZKXn hcp¯n kqN\ H¶v {]Imcw kÀ¡mÀ D¯chv പുറപ്പെടുവിച്ചിട്ടുണ്ട്. പ്രസ്തുത ഉത്തരവിൽ സഹകരണസംഘങ്ങളിലെ തെരഞ്ഞെടുപ്പിൽ പ്രസ്തുത ഐഡന്റിറ്റി കാർഡ് ഹാജരാക്കേണ്ടതാണെന്ന വ്യവസ്ഥ ഉൾപ്പെടുത്തി സഹകരണ ചട്ടം 35 (3) എം) (ഒ) യിലും ഭേദഗതി വരുത്തിയിട്ടുണ്ട്.

taÂ¸dª k l IcW (t`ZKXn) N«§fnÂ \n¶pw kv¡qÄ, tImtfPv സഹകരണ സംഘങ്ങളെ ഒഴിവാക്കിക്കൊണ്ടും മറ്റു എല്ലാ സഹകരണസ്ഥാപനങ്ങളുടെ Imcy¯nepw {]kvXpX t`ZKXn N«§Ä 28þ8þ92 apXÂ {]m_ey¯nÂ വരുത്തിക്കൊണ്ടും സൂചന രണ്ട് പ്രകാരം സർക്കാർ ഉത്തരവ് പുറപ്പെടുവിച്ചിട്ടുണ്ട്. taÂ kmlNcy¯nÂ Xmsg¸dbp¶ \nÀt±i§Ä \ÂIp¶p.

kwL¯nÂ Aംഗമായി ചേരുന്ന അവസരത്തിൽ അംഗങ്ങൾ രണ്ട് പാസ്പോർട്ട് സൈസ് ഫോട്ടോ നൽകേണ്ടതും നിശ്ചിത ഫോറത്തിൽ ഫോട്ടോ പതിച്ച ഐഡന്റിറ്റി ImÀUv N«¯nÂ {]Xn]mZn¨n«pff hn[w kwL§fnÂ \n¶pw AwK§Ä¡v നിർബന്ധമായും വിതരണം ചെയ്യേണ്ടതുമാണ്. നിലവിലുള്ള അംഗങ്ങൾ ഐഡന്റിറ്റി ImÀUn\v]mkvt]mÀ«ssk kv t^mt«m k lnXw At] £ kaÀ¸n¡pt¼mÄ At]£]cnti m[n¨v D¯at_m²yw h¶Xn\p ti jw bmsXmcp]cmXn¡pw CS\Â ImsX N«¯nÂ{]Xn]mZn¨n«pff kab]cn[n¡pffnÂXs¶ FÃm kwL§fpwsFUânän കാർഡ് നൽകേണ്ടതാണ്. സംഘത്തിൽ നിന്നും നൽകുന്ന ഐഡന്റിറ്റി കാർഡുകളുടെ വിവരം 6 (ബി) ഫോറപ്രകാരം നിഷ്കർഷിച്ചിട്ടുള്ള രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതും അംഗങ്ങളുടെ ഒപ്പ് രജിസ്റ്ററിൽ വാങ്ങിക്കേണ്ടതുമാണ്.

kqN\bnÂ ImWn¨ncn¡p¶ kÀ¡mÀ D¯chp {]Imcw k l IcW N«¯nÂ]pXnbXmbn DÄs¸Sp¯nb 16 (F) 16 (_n) 16 (kn) 16 (Un) F¶o N«§fpw Sn N«§Ä¡v A\pkcWambn k l IcW N«w 35 k_v dqÄ 3, ¢m kv Fw.(H) F¶nh¡v hcp¯nb t`ZKXnIfpw FÃm k l IcW kYm]\§fpw കർശനമായി പാലിക്കുന്നുണ്ടെന്ന് വകുപ്പ് ഉദ്യോഗസ്ഥൻമാർ ഉറപ്പ് വരുത്തേണ്ടതാണ്.

hn. F kv. sk´nÂ
k l IcW kwLw cPnk{SmÀ

No.G.26182/92. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 21-11-1992

CIRCULAR No. 46/92

Sub: **Issuance of identity cards to the members of Co-operative Societies-Further instructions-Regarding.**

Ref: **1. G.O.(MS) No.60/92/Co-op: Dated, 14-7-1992.**

2. G.O.(MS) No.72/92/Co-op: Dated, 28-8-1992.

3. This office circular No.35/92.

As per G.O. first cited, the Kerala Co-operative Societies Rules has been amended by inserting new rules 16 A, 16 B, 16 C and 16 D insisting identity cards for every member of the Co-operative Society. As per rule 16 A (2) an existing member shall within one month from the date of commencement of these rules, furnish to the society concerned two copies of his recent photograph of passport size and the society shall issue identity card to him, within a period of fifteen days from the date of receipt of the photograph. Rule 16 B (1) provides that a member who fails to obtain his identity card as provided in Rule 16 (A) may apply to the Chief Executive or such other officer specially empowered in this behalf by the committee of a society for the issuance of identity card. Rule 16 (B) 2 provides that on receipt of an application under sub-rule (1) of Rule 16 B, the officer specified therein, if satisfied himself, after such enquiry as he deems fit, as to the correctness of the facts and particulars furnished in such application issue an identity card to the applicant.

As per G.O. 2nd cited government have notified that the above amendments shall come into force with immediate effect in respect of all classes of societies. It has further been ordered by the government, that amendment to clause (o) to Rule 35 (3) insisting identity card for the purpose of election to the societies, will not be made applicable in respect of societies where election has already been notified before the Government order referred 2nd.

It has come to the notice of the undersigned that some Co-op: institutions are refusing to issue identity card to its members, on the reason that the time limit prescribed for issuance of identity card under Rule 16 A is over.

Since rule 16 B provides for issuing identity card to the members, who have failed to obtain the identity card, by application, to the Chief Executive or

such officer empowered in this behalf by the committee of a society, no member shall be refused an identity card, on flimsy grounds. Further as per rules the power of issuing identity card is vested with the Chief Executive or any other officer specially empowered by the committee and they should not be subjected to be influenced by any extraneous considerations while issuing identity cards.

In the above circumstances, the following instructions are issued.

Identification cards, as prescribed in the rules shall be issued by the society to such members who apply for the same to the Chief Executive or such other officer specially empowered in this behalf by the committee, for the issue of an identity card under rule 16 B. However the correctness of the facts and particulars in the application should be satisfied by the Chief Executive/the officer specially empowered, before issuing the identity card.

The Joint Registrars will suitably instruct the societies to follow rule 16 B and also not to reject the applications for issuance of identity cards on flimsy grounds.

V. S. Senthil
Registrar of Co-operative Societies

No.G.26182/92. Office of the Registrar of Co-operative societies,
Thiruvananthapuram, 16-1-1993

CIRCULAR No.2/93

Sub: **Co-operative Department-Issuance of Identity Cards to the members of Co-operative Societies-Further Instructions-regarding.**

Ref: **1. G.O.(MS) 60/92/Co-op.dated 14-7-92.**

2. G.O.(MS) 72/92/Co-op.dated 28-8-92.

3. This office Circular No.35/92.

4. This office Circular No.46/92

ORDER

As per G.O. first cited, the Kerala Co-operative Societies Rules, has been amended by inserting new rule 16A, 16B, 16 (C) and 16 (D), insisting identity cards for every member of the Co-operative society and detailed instructions have already been issued by this office regarding the actions to be taken for the issue of identity cards.

k l IcW kÀ¡peÀ kam ImcW

It has however come to notice that in some instances the photographs in the identity cards issued, are removed by some undesirable elements and some other photo graphs of some other persons who are not the members of the society are affixed in the place may be with the intention of impersonation at the time of voting. This office has viewed such instances seriously. Therefore in order to check such unlawful practices and to ensure that only the members in whose favour the identity cards are issued exercise the vote. All Returning Officers appointed to conduct elections to the Managing Committee of the societies, are instructed that in case of any doubt or whenever any dispute arises regarding the identity of the voter, they should satisfy the identity of the voter and the genuineness of the identity card, after verifying the Register of identity cards maintained by the society, before issuing ballot paper.

The Joint Registrars will suitably instruct all the Returning Officers, to adhere to these instructions and to ensure that the Societies are keeping the register of identity cards up dated.

V. S. Senthil
Registrar of Co-operative Societies

\¼À Pn. 55495/92. k l IcW kwLw cPnkv{Smdm^okv,
Xncph\´]pcw, 9þ2þ93

kÀ¡peÀ \¼À 3/93

hnjbw: **k l IcWhIp¸v {]mYan I k l IcW kwL§Ä sXcs ª Sp¸p kw_ Ôn¨ sNehpIÄ A\nb{´nXamb sNehpIÄ \nÀt±i §Ä]pds¸Sphn¡p¶Xp kw_ Ôn¨v.**

kqN\: **Cu B ^oknse 7/92 \¼À kÀ¡peÀ**

kwkYm\¯nse k l IcW kwL§fnse sXcs ª Sp¸nt\mS\p_ Ôn¨v sNehpIÄ {IamXoXambn IqSm³]mSnÃ F¶pw A{] Imcapff sNehpIÄ നിയന്ത്രിക്കേണ്ടതാണെന്നും സൂചന പ്രകാരം വ്യക്തമായ നിർദ്ദേശങ്ങൾ \ÂIn bncp¶p. F¶mÂ Sn \nÀt±i §Ä IÀi \ambn]men¡ s¸Sp¶nsÃ¶pw, Nne kwL§fpsS sXcs ª Sp¸psNehpIÄ ¡v bmsXmcp \oXoIcWhpanÃm¯ വിധം വളരെ കൂടുതലാണെന്നും ആരോപിച്ചുകൊണ്ടുള്ള പരാതികൾ ലഭിച്ചിരിക്കുന്നു.

k l IcW kwL§fnse sXcs ª Sp¸p kw_ Ôn¨v bmsXmcp \oXoIcWhpanÃmsX hÀ²n¨ sNehpIÄ sN¿p¶Xmbn {i ² bnÂs¸«mÂ D¯chmZs¸«hÀs¡Xnsc IÀi\ \S]SnIÄ ssIs¡mffp¶XmsW¶v

sXcs ª Sp¸

വീണ്ടും ഓർമ്മപ്പെടുത്തുന്നു. ഇക്കാര്യം ബന്ധപ്പെട്ട ജോയിന്റ് രജിസ്ട്രാർ/ അസിസ്റ്റന്റ് രജിസ്ട്രാർമാർ ശ്രദ്ധിക്കേണ്ടതും, അവരവരുടെ നിയന്ത്രണത്തിലുള്ള DtZymKk Y³amcpw, kwL §fpw kqN\ \nÀt±i §Ä lÀi \ambn പാലിക്കുന്നുണ്ടെന്നു ഉറപ്പു വരുത്തുന്നതോടൊപ്പം ഇതു സംബന്ധിച്ച് ഏതെങ്കിലും {lat¡SplÀ {i²bnÂs¸«mÂ, Cu Hm^okn sâ {i²bnÂ DS³ കൊണ്ടുവരെണ്ടതാണെന്നും നിർദ്ദേശിക്കുന്നു.

hn. F k. sk´nÂ
k l lcWkwLw cPnk{SmÀ

No.G.26182/92. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 5-3-1993

CIRCULAR No.9/93

Sub: **Co-operative Department-Issuance of identity cards to the delegates of affiliated societies to central/Apex Societies/Banks-Instructions issued.**

Ref: **1. G.O. (MS) No.60/92 dated 14-7-1992.**

2. G.O.(MS) No.72/92/Co-op: dated 28-8-92.

With the view to prevent impersonation and bogus voting at the time of polling in elections to the Co-operative Societies and to ensure free and fair elections amendments were made by the Government to rule 16 by inserting Rule 16A, 16B, 16C and 16D by making it mandatory to issue identity card to members which shall be conclusive evidence to prove his membership in society and to Rule 35 (3) (m) and Rule 35 (3) (o) wherein ballot paper shall be given to a member only when he produces his identity card issued under KCS Rules.

Doubts and questions has been raised by district officers of the department, functional Registrars and co-operators about the procedure to be followed in the case of Central/Apex Societies where the members are affiliated societies and the voters are the delegates from the member societies.

Since amendments to Rules referred in Para I makes it explicitly clear about procedures for the primary societies, it is possible that doubt may arise regarding identity cards in the elections in Apex/Central Societies.

However keeping in mind the spirit of the amendments to rule 16 and

k l IcW kÀ ¡ peÀ kam I mcw

Rule 35 (3) (m) and Rule 35 (3) (o) and for exercising free and fair elections, it is desirable that delegates who are voters in Apex/Central Society are given authorisation letters with their photo affixed by the member society.

The Returning Officers are therefore instructed that while issuing the election notifications, they shall direct the member societies to issue authorisation letters in duplicate with duly attested photographs of the delegates affixed, with instructions to send one copy of the authorisation along with the necessary resolution directly to the Chief Executive of the Apex/Central society for registration of the delegate in time and the duplicate copy to be given to the delegate for production at the time of polling. They may also ensure that in the notice of the General body meeting for election issued by the Apex/Central Society direction is given to the member societies to issue authorisation letters in duplicate with duly attested photographs of the delegates fixed with instructions to send one copy of the authorisation along with the necessary resolution directly to the Chief Executive of the Apex/Central Society for registration of the delegate in time and the duplicate copy to be given to the delegate for production at the time of polling.

The delegate should also bring with him the identity card issued to him in Form 6 (a) under Rule 16A by the society of which he is a member.

This will help to avoid dispute relating to identity of the delegate at the time of polling.

V. S. Senthil
Registrar of Co-operative Societies

\ ¼À Pn. 4492/94.

k l IcW kw L w cPn k {SmÀ B ^o k ,
Xncph \ ´]pcw, 9þ6þ1994

kÀ ¡ peÀ 19/94

hn j bw: **k l IcW h Ip¸ þ`cW kanXnbnte ¡ pff Xncs ª Sp¸ t]mfnwK Hm^okÀamsc \nban ¡ p¶ Xpw {]Xn^ew \Â Ip¶ Xpwþ\nÀt±i §Ä]pds¸Sphn ¡ p¶ p.**

kqN\: **Cu Hm^oknse 7/92, 3/93 \ ¼À kÀ ¡ pedp I Ä.**

Cu Hm^oknÂ e`n¨]e]cmXn I fpw A t\z j W hnt[bam ¡ nbXnÂ, Xncs ª Sp¸ \S¯ phm³ NpaXes¸« dnt«WnwK Hm^okÀamÀ \nbam\p k rXw അനുവദനീയമായ എണ്ണത്തിൽകൂടുതൽ പോളിംഗ് ഉദ്യോഗസ്ഥൻമാരെയും കൗണ്ടിംഗ് DtZymK k Y³amscbpw Xncs ª Sp¸ tPmen I Ä ¡ \ncp¯ chmZ]cambn

sXcs ª Sp¸

\ntbmKn¡p¶Xmbpw A hÀ¡ \nbam\pkrXw A\phZ\obambXnÂ IqSpXembn പ്രതിഫലം സംഘങ്ങളിൽ നിന്നും നൽകിവരുന്നതായും കാണാൻ കഴിഞ്ഞിട്ടുണ്ട്. Xncs ª Sp¸ \S¯phm³ NpaXes¸« DtZymKkY³amÀ B scms ¡ bmsW¶pw {]kXpX DtZymKkY³amÀt¡ Â]n¨ NpaXeIÄ F´msW¶pw Adnbm³ കഴിയാത്ത അവസ്ഥയും ചില കേസ്സുകളിൽ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട.

dnt«WnwK B ^okdmbn \nban¡s¸Sp¶ DtZymKkY³ Snbms\ Xncs ª Sp¸ tPmenIfnÂ kImbn¡p¶Xn\ tIcf kIIcW N«w 35 (3) (F¨)þÂ hyhkYs¸Sp¯nbn«pffXp {]Imcw am{Xw t]mfnwK ഉദ്യോഗസ്ഥരെയും കൗണ്ടിംഗ് ഉദ്യോഗസ്ഥരെയും നിയോഗിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കേണ്ടതാണ്. ഇപ്രകാരം തിരഞ്ഞെടുപ്പ് ജോലികൾക്കായി \ntbmKn¡p¶Xn\ hIp¸ DtZymKkY³amcpsS tkh\w Bhiys¸«, {]kXpX DtZymKkY³amcpsS \nb{´ tWmtZymKkYt\mS, dnt«WnwK ആഫീസർ രേഖാമൂലം അപേക്ഷിക്കേണ്ടതും, നിയന്ത്രണോദ്യോഗസ്ഥന്റെ A\paXn e`n¨pIgn ª mÂ dnt«WnwK B ^okÀ, tIcf kIIcW N«w 35 (3) (F¨)þÂ hyhkY sNbXn«pff {]Imcw, Hmtcm DtZymKkY³amscbpw GsXÃmw tPmenIÄ¡p BW \ntbmKn¨sX¶ hyIXhpw k]j Shpamb ഉത്തരവുകൾ അവർക്ക് നൽകേണ്ടതുമാണ്. ആയതിന്റെ പകർപ്പ് വരണാധികാരിയെ \nban¨ A knkäâ cPnk{SmÀ/tPmbnâ cPnk{SmÀ/ cPnk{SmÀ F¶nhÀ¡pw പോളിംഗ്/കൗണ്ടിംഗ് ഓഫീസർമാരുടെ നിയന്ത്രണോദ്യോഗസ്ഥനും, സംഘത്തിനും നൽകേണ്ടതാണ്.

t]mfnwKpambn _ Ôs¸« tPmenIÄ¡ bmsXmcp ImcWhimepw AXmXp kwLwPoh\ ¡msc \ntbmKn¡cpX.

Xncs ª Sp¸ tPmenIÄ¡ \ntbmKn¡s¸Sp¶ dnt«WnwK B ^okÀ Kh¬saâ / cPnk{SmÀ ImemIme§ fnÂ \niNbn¨n«pff \nc¡nÂ am{Xta പ്രതിഫലം ആയി കൈപ്പറ്റാവൂ. പോളിംഗ് ഉദ്യോഗസ്ഥൻമാർ/ കൗണ്ടിംഗ് DtZymKkY³amÀ F¶nhÀ¡ ImemIme§ fnÂ s]mXp Xncs ª Sp¸n\ \ntbmKn¡s¸Sp¶ DtZymKkY³amÀ¡ kÀ¡mÀ A\phZn¡p¶ \nc¡ am{Xta, kIIcW kwLwXncs ª Sp¸ tPmenIÄ¡pwssI¸ämhq. CXn\p hncp²ambn GsX¦nepw DtZymKkYÀ {]hÀ¯n¡p¶]£w A¯cw DtZymKkY³amÀs¡Xnsc AhcpsS \nmb{´ tWmtZymKkYÀ \S]Sn സ്വീകരിക്കേണ്ടതും ഈ ആഫീസിന്റെ ശ്രദ്ധയിൽ കൊണ്ടുവരേണ്ടതുമാണ്.

Cu kÀ¡peÀ \nÀt±iw IÀi\ambn]men¡p¶tXmsSm¸w kqN\ സർക്കുലറുകളിലെ നിർദ്ദേശങ്ങളും പാലിക്കുന്നുണ്ടെന്ന് എല്ലാ വകുപ്പ് ഉദ്യോഗസ്ഥൻമാരും ഉറപ്പു വരുത്തേണ്ടതാണ്.

kIIcWkwLw cPnk{SmÀ

k l IcW kÀ¡peÀ kaml mcw

tIcf kÀ¡mÀ

kw{K lw

k l IcWhIp¸þPoh\¡mcywþsXcsª Sp¸ DtZymKkY³amÀ¡pff]pXp¡nb {]Xn^e \nc¡pIÄ A\phZn¨ D¯ch]pds¸Sphn¡p¶p.

k l IcW (F) hIp¸

Pn. H. (B ÀþSn.) \w:19/98 k l: Xncph\´]pcw, 15þ1þ1998.

]cmaÀiw: **1. 24þ8þ1995 se Pn.H. (B À.Sn.) 351/95/k l:\¼À D¯ch.**

2. 21þ3þ96 se Pn. H. (]n) 4/96/Ce £³ \¼À D¯ch.

3. k l IcWkwLwcPnk{SmdpsS 21þ8þ97 se Pn. 36420/96 \¼À I¯.

D¯ch

k l IcWkwLwcPnk{SmdpsS]cmaÀiw aq¶nse I¯nse \nÀt±iw kÀ¡mÀ hni Zambn]cnt im[n¨Xnsâ ASnkYm\¯nÂ CtXmsSm¸wDffS¡w ചെയ്യുന്ന പരാമർശം രണ്ടിലെ ഉത്തരവു പ്രകാരമുള്ള നിരക്കുകൾ, സഹകരണസംഘം `cW kanXn sXcsª Sp¸n\ \ntbmKn¡s¸Sp¶ k l IcW hIp¸ ഉദ്യോഗസ്ഥൻമാർക്കും ബാധകമാക്കിക്കൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

KhÀ®dpsS D¯chn³{]Imcw

sI. \fn\n

tPmbnâ sk{I«dn

GOVERNMENT OF KERALA

Abstract

Election-General Election to the House of people and State Legislative Assembly, 1996-Rate of TA/DA for Election duty and for provision of minimum facilities-Revised rates sanctioned-Orders issued,

ELECTION (ACCOUNTS) DEPARTMENT

G.O.(P) No 4/96/Elec. Thiruvananthapuram, 21-3-1996

Read: **1. G.O.(P) No.5/91 Elec. Dated, 14-5-1991.**

2. Letter No. 458/4/95/PLN-IV/675 dated, 14-3-96. From the Election Commission of India.

O R D E R

The General Election to the House of People and State Legislative Assembly, 1996 are scheduled to be held on 27th April, 1996. In connection

with the conduct of the Elections, Government are pleased to fix the following revised rates of TA/DA to the polling/Counting personnel for the various items of election duty and for provision of minimum facilities.

	Presiding Officers/ Counting Supervisors	Polling Officers/ Counting Assistants	Class IV
For the firstday (i. e. Upto 24 hours)	Rs. 100/-	Rs. 75/-	Rs. 70/-
For each subsequent day (i.e.beyond 24 hours)	Rs. 50/-	Rs. 40/-	Rs. 25/-

2. The above rates are payable to the staff for attending training classes, collecting polling materials etc. and also for attending duty on the pollings.

3. The staff deployed at all polling Stations Counting Centres shall be provided with packed lunch and/or light refreshment at the rate of Rs.50/-per head per day. In case of difficulty in providing packed lunch, a cash payment at the rate of Rs.50/-per head shall be made. These rates will come into force with immediate effect and will have no retrospective effect.

4. The expenditure will be debited to "2015-00-104.99-04-Travel Expenses".

By order of the Governor
P.J.Thomas
Secretary & Chief Electoral Officer

\¼ÀF k I. k n.C. k n.1/2001. k I täää t I mþHm¸ tdäoh I Ce £ ³ I ½o j ³ Hm ^ o k I
Xncp h \ ´] pcw Xo b Xn 18þ5þ2001

kÀ ¡ peÀ \¼À 1/2001

hn j bw: **k I täää t I mþHm¸ tdäoh I Ce £ ³ I ½o j ³ þ k I I cW k I Ym] \ § fnse `cW kanXn sXcs ª Sp¸ I kw _ Ôn ¨ \nÀt± i § Ä.**

kqN \ : **1. Pn.H. ( ] n) \w.11/2001/ k I I cWw. Xo b Xn 18þ1þ2001.**
2. Pn.H. ( ] n) \w. 32/2001/ k I I cWw Xo b Xn 7þ2þ2001
3. Pn.H. ( ] n) \w. 52/2001/ k I I cWw Xo b Xn 7þ3þ2001

k l IcW kÀ¡ peÀ kaml mcw

kwkYm\s¯ FÃm k l IcW hmb]m kwL§fnte¡pw A¸Ik, sk³{SÂ, s^UdÂ F¶o kwL§fnte¡papff `cW kanXn sXcs ª Sp¸nsâ taÂt\m«w, \nb{´Ww F¶nh k l IcW \nba¯ntebpw N«¯ntebpw t`ZKXn {]Imcw tImþHm¸tdäoh Ce£³ I½oj\ നൽകിക്കൊണ്ട് സൂചന 1 പ്രകാരം സർക്കാർ ഉത്തരവ് പുറപ്പെടുവിച്ചിട്ടുണ്ട്.

kqN\ 3 A\pkcn¨ k täa tImþHm¸tdäoh Ce£³ I½oj³ \nehnÂ hcnIbpw Xncph\´]pcw IukmwK t_mÀU _nÂ UnwKnÂ aq¶mw \nebnÂ പ്രവർത്തനം ആരംഭിക്കുകയും ചെയ്തിട്ടുണ്ട്.

kqN\ 2 {]Imcw hcp¯nb t`ZKXn \nba¯nÂ N«w 35 F bnÂ hnhn[ kwL§fpsS `cW kanXn sXcs ª Sp¸ \S¯p¶Xn\ I½oj\nÂ നിക്ഷിപ്തമായിട്ടുള്ള അധികാരങ്ങളും നടപടി ക്രമങ്ങളും പ്രതിപാദിച്ചിട്ടുണ്ട്. CeISdÂ Hm^okÀ, dnt«WnwK Hm^okÀ, sXcs ª Sp¸ \S¯p¶Xn\pff മറ്റ് ഉദ്യോഗസ്ഥൻമാർ എന്നിവരുടേയും നിയമനം നടത്തേണ്ടത് പ്രസ്തുത I½oj \mW.

kwL§fpsS `cW kanXn sXcs ª Sp¸ \S¯p¶Xn\mbn sXcs ª Sp¸ I½oj³ \nehnÂ h¶Xn\ti jwe`n¨]e Xocpam\§fpw kwLw sk{I«dnamÀ t\cn« Ab¨p X¶n«pff hbmW. CX H«pw Xs¶ BimkyaÃ. AknkäâcPnk{SmÀamÀ apJm´ncw Ab¨p X¶n«pff തീരുമാനങ്ങളിലും ചില അപര്യാപ്തതകൾ കണ്ടു വരുന്നു. ഇതു മൂലം കമ്മീഷന് sXcs ª Sp¸ \S]SnIfpambn apt¶m« t]mIp¶Xn\ XSÊw A\p`hs¸Sp¶p. ജില്ലകളിൽ നടത്തേണ്ടുന്ന തെരഞ്ഞെടുപ്പുകളെപ്പറ്റി ജില്ലക്കുള്ളിൽ ആവശ്യം വേണ്ടുന്ന ആശയ വിനിമയം നടക്കുന്നില്ല എന്ന് ഇതിൽ നിന്നും കരുതേണ്ടിയിരിക്കുന്നു.

C¡mcy¯nÂ Xmsg]dbp¶ Imcy§Ä FÃm tPmbnâ cPnk{SmÀamcptSbpw{i² bnÂ s]Sp¯p¶p.

1. \nbaw A\pimkn¡p¶ {]Imcw, I½ojsâ NpaXebnÂ sXcs ª Sp¸ നടത്തേണ്ടുന്ന സ്ഥാപനങ്ങളിലെ (എല്ലാ വായ്പാ സംഘങ്ങളും അപ്പക്സ്, sk³{SÂ, s^UdÂ F¶o kwL§fpw) `cW kanXn sXcs ª Sp¸ \S¯m\pff Xocpam\w AXX PnÃIfnse tPmbnâ cPnk{SmÀ (sP) apJm´ncw am{Xta I½oj\ \ÂImhq. CX tImþHmÀUnt\äsN¿p¶Xn\pw aäpw bpIXamb \S]Sn tPmbnâ cPnk{SmÀamÀ കൈക്കൊള്ളേണ്ടതാണ്.
2. kwLw `cWkanXnbpsS Xocpam\¯nÂ Hcp CeISdÂ Hm^oktdbpw ഒരു റിട്ടേണിംഗ് ഓഫീസറേയും നിയമിക്കുന്നതിന് അപേക്ഷിച്ചിട്ടുണ്ടായിരിക്കണം.

sXcs ª Sp¸

3. kwL § fpsS Xocpam\w tPmbnâ cPn k{SmÀ (sP)]cnt im[n ¡ pI bpw kwLw \nbamhen, \nbaw, N«w, I½oj sâ kÀ ¡ pedpI Ä F ¶nh]cnt im[n¨ ti jw IcS hnPRm] \w X¿mdm ¡ nb kwL ¯nsâ നിയമാവലിയുടെ പകർപ്പ് സഹിതം കമ്മീഷന് നൽകേണ്ടതാണ്. (hnPRm] \w, kwL ¯nsâ {] hÀ ¯ \ ]cn[nbnÂ Gähpw{] Nmcapff രണ്ട് പ്രാദേശിക പത്രത്തിൽ പ്രസിദ്ധീകരിക്കുന്നതിനായി ബന്ധപ്പെട്ട ജോയിന്റ് cPn k{SmÀ/Ce I SdÂ Hm^okÀ F ¶nhÀ ¡ I½oj ³ Ab¨p Xcp¶ Xmbncn ¡ pw.) Ce I SdÂ Hm^ok dmbn dnt«WnwK Hm^ok td ¡ mÄ സീനിയറായിട്ടുള്ള ഉദ്യോഗസ്ഥൻമാരെയാണ് നിയമിക്കേണ്ടത്.

4. റിട്ടേണിംഗ് ഓഫീസർമാരായി നിയമിക്കേണ്ട പേര് നിർദ്ദേശിക്കുമ്പോൾ, Ignbp¶Xpw _Ôs¸« bqWnä C³ks] I Ssd Hgnhm ¡ p¶X നന്നായിരിക്കും. ഇതിന് വേണ്ടി ജില്ലയിലെ തന്നെ ജോയിന്റ് രജിസ്ട്രാർ HmUnäpambn BtemNn¨ BUnäÀamcpsS tkh\hpw D]tbmKn ¡ mhp¶XmW.

5. thm«À]«nI {] kn²olcn ¡ p¶Xn\pff]qÀ® D¯chmZnXzw Ce I SdÂ Hm^okÀamÀ ¡ mbncn ¡ pw. 2000 se tIcf k I IcW kwLwt`ZKXn \nbaW hIp¸ 20, N«w 28 F ¶nhbnÂ \nj ¡ Àjn¨n«pff hn[¯nÂ \nba ¯n\pw N« ¯n\pw A\pkrXambncn ¡ Ww thm«À]«nI പ്രസിദ്ധീകരിക്കേണ്ടതും വോട്ടവകാശം നൽകേണ്ടതും.

6. sXcs ª Sp¸ XobXnI Ä HcpPnÃ/Xmeq ¡ nÂ Ignbp¶{X Htc Znh kw തന്നെയായിരിക്കുന്നതിനുള്ളള ക്രമീകരണം ഉണ്ടാക്കിയെടുക്കുന്നതിന് ജോയിന്റ് രജിസ്ട്രാർമാർ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

7. GsX¦nepw ImcWhimÂ kab]cn[n ¡ Iwdnt«WnwK Hm^oktdbpw Ce I SdÂ Hm^oktdbpw \nban ¡ p¶Xn\pff s{]mt¸mkÂ _Ôs¸« tPmbnâ cPn k{SmÀamcnÂ \n¶pw e`n ¡ mXncp¶mÂ {] kXpX തെരഞ്ഞെടുപ്പിലുണ്ടാകുന്ന വീഴ്ച ബന്ധപ്പെട്ട ജോയിന്റ് രജിസ്ട്രാർമാരുടെ am{Xw D¯chmZnXzamsW ¶ HmÀ½n¸n ¡ p¶p.

8. taÂ hnhcn¨ Imcy§Ä `cW/BUnä hn`mKw Aknkäâ രജിസ്ട്രാർമാരുടേയും ശ്രദ്ധയിൽ പെടുത്തേണ്ടതാണ്.

ഈ സർക്കുലർ നിർദ്ദേശം കൈപ്പറ്റിയ വിവരം കമ്മീഷനെ അറിയിക്കേണ്ടതാണ്.

ktää tIm]Hm¸tdäoh Ce£³ I½oj ³
Xncph\´]pcw

ഫണ്ടുകളുടെ നിക്ഷേപം

kwL§fpsS _m¦ \nt£]w
aäp \nt£]§Ä

No.52902/73/PL & C (5)

Office of the Registrar of Co-operative Societies
Trivandrum, 28-3-1974

CIRCULAR No.11/74

Sub: **Investment of funds of Co-operatives-Instructions**

Ref: **Registrar's-Circular 11162/70/PL & C5 (No.45/70) Dated 12-3-1970**

In the Circular cited it was emphasised that the policy of the department in the matter of investment of funds of Co-operatives should be to conserve the funds available with the Societies within the movement itself. Only to facilitate Banking business such as collection of bills etc., Societies should be permitted to open accounts with banks outside the Co-operative Sector and that too to the extent necessary. It was also specified that prior sanction of Registrar should be obtained for making investments in Commercial Banks.

Deputy Registrars were requested to see that the policy regarding investment of funds is scrupulously followed by the societies and that proposals for sanction of 'Registrar' need be sent only in really deserving cases. A growing tendency is noticed among the Co-operative Societies to invest funds in Commercial Banks for one reason or other. A review of the investment of surplus funds of Co-operative Societies with other institutions indicates an alarming position, in that, large amounts are deposited by Co-operatives outside the Co-operative Sector. The total deposited amounts with all the Co-operative Institutions as on 30-6-1972 was Rs.36 Crores only. The reasons generally attributed for the preference shown by some of the Co-operative Institutions are (1) absence of branches of Central Co-operative Banks/State Co-operative Bank in the vicinity of the Societies (2) Comparatively higher rates of interest offered by Commercial Banks.

Even though the reason that nonexistence of a branch of the Apex/Central Co-operative Bank can be urged in favour of investing of funds outside the Co-operative fold, the ground that the Commercial Banks offer high rates of interest is not quite acceptable, in view of the fact that without the active co-operation from sister institutions the overall ways and means position of Co-operative Institutions cannot be augmented easily.

That apart Section 57 of the Kerala Co-operative Societies Act lays down that a society may invest or deposit its funds.

(a) in Government Savings Bank.
(b) in any of the securities specified in Section 20 of the Indian Trusts Act 1882.
(c) In shares or securities of any other Societies approved for the purpose by Registrar by General or Special order.
(d) In any bank approved by Registrar for the purpose.
(e) In any other prescribed manner.

The above provisions make it clear that prior sanction of Registrar is essentially required for the investment of funds except in the manner at (a) & (b) above. Many of the societies invest their funds in institutions not approved by Registrar. This is a clear violation of the provision cited.

In spite of directions regulating the investment of funds the societies are resorting to unhealthy practice on account of various reasons. The following further instructions are issued in this context for guidance.

1. All Primary Societies should be directed to invest their surplus funds in the branches of the District Co-operative Banks only. In case where it is found difficult or impracticable for a society for investing its funds daily on account of the distance of the branch concerned etc., that primary societies can be permitted to invest the funds in approved Commercial Banks upto a limit sanctioned by Registrar. Prior sanction of Registrar should be obtained in such cases. As soon as the said limit is exhausted the primaries should transfer the amount to the District Co-operative Bank. The Deputy Registrars will take action accordingly and issue suitable instructions to the primary societies.

2. The District Co-operative Banks should make sufficient campaigns in persuading the societies to deposit their surplus funds in the Central Banks and detract the primaries from approaching the commercial banks. The District Co-operative Banks should also locate the suitable places for the opening of their branches taking into account the convenience of their member societies and activise their efforts in the mobilisation of the deposits of Co-operatives. Their role as a Central Financing Agency should be impressed upon the Primaries by making adequate canvassing of deposits.

3. The Central Banks should invariably invest their surplus funds in long term deposits in State Co-operative Bank thereby creating a discipline for the guidance and adoption by primaries.

4. Only justifiable cases should be referred to Registrar for according permission, investing outside the Co-operative fold.

5. Necessary register indicating such investments in Commercial Banks by the Primary Societies/Central Banks on the strength of Registrar's order should be maintained in the Deputy Registrar's office with the following Columns:

(1). Name of the Dist.Co-operative Bank/ Societies having investment in the Commercial Bank.
(2). Name of the Commercial Bank in which the said investment is made
(3). Details of Registrar's Sanction
   (i) No.& Date
   (ii) Limit sanctioned
   (iii) Period

(4). Actual investment made by the Bank/Societies as at the end of every quarter say
   31-3
   30-6
   30-9
   31-12

(5). Remarks.

6 Violation of the direction has to be watched carefully by the Deputy Registrars, District Co-operative Banks and State Co-operative Bank as the case may be and suitable action taken.

The receipt of the circular should be acknowledged.

T. R. Sankara Pillai
Registrar of Co-operative Societies

No.CLT (3) 47697/88. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 17-11-80

CIRCULAR No. 80/80

Sub: **Investment of funds of Co-operative in Commercial Banks- Instructions issued.**

Read: **1.This office circular No.11/74.Dt.28-3-1974 in file PL & C3-59202/73.**

k l lcW kÀ¡ peÀ kam l mcw

2. Discussion in the conference of Presidents and Chief Executives of Central Co-operative Banks held at Trivandrum on 8-10-1980.

1. In the circular cited, detailed instructions had been issued regarding investment of funds of co-operative institutions. The Deputy Registrars had also been requested to ensure that the surplus fund of co-operatives are invested within the Co-operative fold itself.

2. It has been observed that the above instructions are not followed by many Co-operative societies/banks. This is a very serious lapse on the part of the Co-operative Institutions. Therefore, the following instructions are issued again for strict implementation.

3. All the primary Co-operative Societies/banks should invest their surplus funds in the concerned District Co-operative Banks only.

4. In the case of existing current or saving bank accounts of societies with commercial banks opened without sanction, they will close such accounts immediately. In case of notice/call deposits the same should be withdrawn after giving notice forthwith. In the case of fixed deposits, the same will be withdrawn immediately.

5. The Deputy Registrars, while submitting proposals for renewal or continuance of the existing sanctions or when requiring for fresh sanction to open accounts will review the position of the society in detail and submit proposals to this office only in case of extreme necessity. Deputy Registrars may recommend cases only if they are convinced that opening of account with the Commercial Bank is inevitable for carrying out the normal business transactions of the society. In other cases, the society/bank will be directed not to open the account in commercial bank and instructed to deposit the amount in the District Co-operative Bank.

6. The District Co-operative Banks also will be vigilant in the matter. Through their field staff they will ensure that the societies/banks do not deposit their surplus funds in the commercial banks. Lapses on the part of any society/bank should be immediately brought to the notice of the Deputy Registrar concerned who will take quick action against the society/bank. The District Co-operative Banks should also extend efficient and courteous services and all Banking facilities to the societies/banks so that the primaries are not promoted to approach the commercial banks for better services.

7. The District Co-operative Banks also should invariably invest their surplus funds with the State Co-operative Bank. In special circumstances, if opening of current account with a commercial bank is found inevitable, they may forward

necessary proposals for the same to this office through Deputy Registrar (General) giving all details and justifications for opening the account. In no case, the account will be opened without prior permission from the Department.

8. Any violation of instruction contained in this circular will be viewed seriously. In the case of Primary Societies having working capital below Rs.50 lakhs, the Deputy Registrars (General) will take necessary action. In the case of District Co-operative Banks wholesale Co-operative Stores, Regional Co-operative institutions, Urban Co-operative Banks, Primary Land Mortgage Banks, other major Primary Co-op: Societies/Banks etc. having working capital exceeding Rs.50/-lakhs, Deputy Registrars (General) will report the cases of violation in detail to this office suggesting the action to be taken immediately. The Assistant Registrar's (General) and Assistant Registrars (Audit) will also be vigilant about following of the above instructions by the Co-operative Institutions and report cases of violation with details to Deputy Registrars (General) or to this office promptly. The District Co-operative Banks also may report cases of lapses to the Deputy Registrar (General) or to this Office as and when cases are detected.

10. The receipt of this circular should be acknowledged.

M. S. Joseph
Registrar of Co-operative Societies

No CB (4) 40015/80. Office of the Registrar of Co-operative Societies
Trivandrum, 30-4-1982

CIRCULAR No. 19/82

Sub: **Urban Co-op: Banks-Investment of surplus funds-Instructions issued-regarding.**

Ref: **1. Letter No. SCD.Plan (Cub) 47/B8-80-81 dated 8-8-1980 from the Reserve Bank of India.**

2. Registrar's circulars No.62/81 dated 19-12-1981

Please refer to para I of the circular referred to as item (2) above. The last sentence of paragraph I of the circular should read as under.

"The committee has also recommended that if the Urban Co-operative Banks are to keep call deposits with the commercial banks for a period exceeding 3 months, the permission of the Registrar should be obtained".

K. P. Sreenivasan
Additional Registrar of Co-op:Societies, (Credit)

k l l cW kÀ¡ peÀ kaml mcw

No.CLT (3) 35219/82. Office of the Registrar of Co-operative Societies
Trivandrum, 19-8-1982

CIRCULAR No.42/82

Sub: **Investment of funds of Primary Agriculture Co-op:Societies/ Banks in commercial banks Instructions issued.**

Ref: **Registrar's circular No.80/80 dated, 17-11-1980.**

In continuation of the instructions given in the circular cited Joint Registrars are permitted to dispose of applications for opening/reviewing/continuing the accounts of PACS/Banks with commercial banks.

They will note that sanction need be given only if they are convinced that the opening of account with commercial banks is inevitable for carrying out the normal business transaction of the societies/banks. Where the purpose will be served by the local branch of District Co-operative Bank permission will not be granted for opening accounts with commercial banks. Renewal of accounts already opened may be done after review of the need for such continuance. The limit allowed earliest may not be enhanced in the normal course.

In other cases the society / bank will be directed not to open the account in commercial banks and instructed to deposit the amount in the district co-operative banks. Under no circumstances will Societies / Banks be permitted to open accounts with commercial banks for purposes of depositing surplus funds. Requests for permission to open accounts with commercial banks will be granted in consultation with the district co-operative banks.

K. P. Sreenivasan
Additional Registrar of Co-operative Societies

\¼À. kn. _n.(1) 30200/89. k l l cW kwLw cPn k{SmÀ Hm^o k, Xncph\´]pcw, 3þ6þ89

kÀ¡ peÀ \¼À 39/89

hnj bw: **പ്രാഥമിക സഹകരണസംഘങ്ങൾ ബാങ്കുകൾ ഫണ്ടുകൾ \nt£]n¡ p¶Xp kw_ Ôn¨.**

kqN\: **Cu B ^o knÂ \n¶ pw 28þ3þ1974 \ ]pds¸ Sphn¨n«pf f 11/74þmw \¼À kÀ¡ pedpw 28þ2.þ87 \ ]pds¸ Sphn¨n«pf f 8/87þmw \¼À. kÀ¡ pedpw.**

kwL § fpsS _m¦ \nt £]w

k l കരണസംഘങ്ങൾ അവയുടെ ഫണ്ടുകൾ നിക്ഷേപിക്കുന്നതു എപ്രകാരം B bncn ¡ Wsa¶ k l lcW \nba¯nse 57þmw h lp¸nÂ hyl Xambn പ്രതിപാദിച്ചിട്ടുണ്ട്. കൂടാതെ ഇതു സംബന്ധിച്ച് വ്യക്തമായ നിർദ്ദേശങ്ങൾ kqN\ bnse 11/74þാം നമ്പർ സർക്കുലർ പ്രകാരം നൽകിയിട്ടുണ്ട്. പ്രസ്തുത നിർദ്ദേശങ്ങൾ പ്രകാരം പ്രാഥമിക സഹകരണസംഘങ്ങൾ അവരുടെ ഫണ്ടുകൾ PnÃm _m¦p l fnÂ am{Xta \nt £]n ¡ mhq F ¶ hy l Xam ¡ nbn«pf fXmW. PnÃm ബാങ്കുകളുടെ ശാഖകളിൽ ഇപ്രകാരം ഫണ്ടുകൾ നിക്ഷേപിക്കുന്നതിന് പ്രായോഗികമായി വൈഷമ്യം ഉണ്ടാ l ുന്നുണ്ടെങ്കിൽ സ്വീകരിക്കേണ്ട നടപടികൾ സംബന്ധിച്ചു, പ്രസ്തുത സർക്കുലറിൽ നിർദ്ദേശങ്ങൾ നൽകിയിട്ടുണ്ട്.

Sn \nÀt± i § Ä ¡ hncp² ambn]e {]mYan l k l lcW kwL § fpw അർബൻ ബാങ്കുകളും അവരുടെ ഫണ്ടുകൾ മറ്റു പ്രാഥമിക സഹകരണസംഘങ്ങളിലും, അർബൻ ബാങ്കുകളിലും നിക്ഷേപിക്കുന്നതായി ശ്രദ്ധയിൽപ്പെട്ടതുകൊണ്ട്, 26–2–87ലെ 8/87þmw \ ¼À kÀ ¡ peÀ {] lmcw Xmsg]dbp¶ \nÀt± i § Ä നൽകിയിട്ടുണ്ടായിരുന്നു.

1. FÃm {]mYan l kwL § fpw AÀ_³ _m¦p l fpw PnÃm k l lcW ബാങ്കുകളിൽ മാത്രമേ അവരുടെ ഫണ്ടുകൾ നിക്ഷേപിക്കാവൂ.
2. bmsXmcp lmcWh imepw {]mYan l kwL § Ä/ AÀ_³ _m¦p l Ä മറ്റു സംഘങ്ങളിൽ/ അർബൻ ബാങ്കുകളിൽ ഫണ്ടുകൾ നിക്ഷേപിക്കുവാൻ]mSp f f XÃ.
3. kwL § Ä, _m¦p l Ä aäp {]mYan l kwL § fntem AÀ_³ ബാങ്കുകളിലോ ഫണ്ടുകൾ നിക്ഷേപിച്ചിട്ടുണ്ടെങ്കിൽ പ്രസ്തുത കണക്കുകൾ അവർ ഉടൻ അവസാനിപ്പിക്കേണ്ടതാണ്.

{]mYan l kwL § fpw AÀ_³ _m¦p l fpwCu \nÀt± i § Ä lÀi \ambn പാലിക്കുന്നുണ്ടെന്ന കാര്യം ജില്ലാ ജോയിന്റ് രജിസ്ട്രാർമാർ ഉറപ്പുവരുത്തേണ്ടതും, വീഴ്ചകൾ കാണുന്നപക്ഷം നടപടികൾ കൈക്കൊള്ളേണ്ടതുമാണ്; എന്ന് പ്രത്യേകം \nÀt± i n¨ncp¶p. F ¶mÂ taÂ \nÀt± i § Ä {]mYan l kwL § fpw AÀ_³ ബാങ്കുകളും കൃത്യമായി പാലിക്കുന്നില്ലായെന്ന് വീണ്ടും ശ്രദ്ധയിൽപ്പെട്ടിരിക്കുന്നു. ഇതു Xn l ¨pw sXämb \S]SnbmW.

k l lcWcwK¯ km¼¯n l A¨S ¡ w Dd¸phcp¯p¶Xn\pw {]mYan l kwL § Ä X½nÂ A\mtcmKy l camb lnSaÕc¯n\ CS നൽകാതിരിക്കുന്നതിനും വേണ്ടി ടി നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കണമെന്ന് വീണ്ടും നിർദ്ദേശിച്ചുകൊള്ളുന്നു. ടി നിർദ്ദേശങ്ങൾ പ്രാഥമിക സഹകരണ kwL § fpw AÀ_³ _m¦p l fpw lÀi \ambn]men ¡ p¶psh¶ PnÃm സഹകരണ ബാങ്കുകളും ജോയിന്റ് രജിസ്ട്രാർമാരും ഉറപ്പുവരുത്തേണ്ടതാണ്.

Hmtcm PnÃm k l lcW _m¦pw Ahbpss {] hÀ¯\ ]cn[nbnÂ

k l lcW kÀ¡peÀ kam lmcw

s]Sm¯ PnÃlfnse k l lcW kYm]\§fnÂ \n¶pw \nt£]§Ä സ്വരൂപിക്കുന്നതിനുള്ള പ്രവണതയും അവസാനിപ്പിക്കേണ്ടതാണ്.

]n.{]`mlc³
k l lcW kwLw cPnk{SmÀ

No.C B (2) 8386/92. Office of the Registrar of Co-operative Societies
Trivandrum, 5-4-1993

CIRCULAR No.24/93

Sub: **Investment of surplus liquid assets by District Co-operative Banks in Call/Short term Deposits of Commercial Banks-Further instructions issued.**

Ref: **This office Letter No. CB (1) 25592/92 dt.10-12-92.**

In the letter cited it has been informed that the Kerala State Co-operative Bank had made arrangements with the District Headquarters branch of State Bank of India and State Bank of Travancore for acceptance of the surplus funds by District Co-operative Banks towards the credit of Kerala State Co-operative Bank for immediate transfer and requested the District Co-operate Banks to inform the Kerala State Co-op: Bank the difficulties, if any, in remitting their surplus cash to the State Bank of India/State Bank of Travancore in order to sort out the difficulties with Regional Office/Zonal Office of State Bank of India/State Bank of Travancore.

Considering the cost of raising deposits and the fact that the avenues for productive deployment of resources are getting limited, maintaining of surplus liquid assets in the form of idle cash will lead to heavy loss to the District Co-op: Banks.

In the above circumstances, all the District Co-op: Banks are instructed to ensure that they do not carry excess liquid cash in hand on any day. The General Manager/Secretary/Chief Executive of the Bank should place before every meeting of the Board of Directors of the Bank a statement in this regard Surplus liquid assets should be remitted in the branches of the State Bank of India and State Bank of Travancore, as has already been instructed towards the credit of Kerala State Co-op: Bank for immediate transfer. Any operational problems should be sorted out in the Central Banks conference convened from time to time. The above procedure should be strictly followed to by the District Co-operative Banks and any deviation of this must be only with prior approval from this office.

The District Co-operative Banks will acknowledge receipt of this circular.

V. S. Senthil
Registrar of Co-operative Societies

\¼À. F ¨. Pn. (1) 60810/82. k l IcW kwLw cPn k{SmÀ B ^okv,
Xncph\´]pcw, 4þ11þ1982

kÀ¡peÀ \¼À 49/82

hnjbw: **IcnP\/KncnP\ k l IcW kwL§Äþs I«nS \nÀ½mW¯n\ hkXp hm§ÂþAUzm³ kv XpI \ÂIp¶Xp kw_Ôn¨v.**

IcnP\/KncnP\ k l IcW kwL§Ä¡v B ^okv aµncw]Wnbm³ hkXp hm§p¶Xn\v]camh[n 25000 cq] hsc {Kmâmbn Kh¬saâv \n¶pw നൽകിവരുന്നുണ്ട്. പ്രസ്തുത ഗ്രാന്റ് അനുവദിക്കുന്നതിനുള്ള അപേക്ഷയോടൊപ്പം BcnÂ \n¶mtWm kwLw hkXp hm§m³ Dt±in¨ncn¡p¶Xv B hkXp DSabnÂ \n¶pw hkXp kwL¯n\v hnÂ¡m³ X¿mdmsW¶pff IcmÀ]{Xw IqSn വാങ്ങി അയക്കേണ്ടതുണ്ട്. ഇപ്രകാരം കരാറിൽ ഏർപ്പെടുമ്പോൾ ഒരു തുക മുൻകൂറായി വസ്തു ഉടമക്ക് കൊടുത്തുവരുന്ന പതിവുണ്ട്. ഇങ്ങനെ ചില സംഘങ്ങൾ വസ്തു hm§p¶Xn\mbn hkXp DSa¡v AUzm³ kv \ÂIpIbpw Kh¬saâv \n¶pw \nba{]Imcw AÀlamb {Kmân\v At]£ kaÀ¸n¡mXncn¡pIbpw sN¿pIbpw IcmÀ {]Imcapff Imemh[n Ahkm\n¸n¨Xns\¯pSÀ¶v ap³IqÀ \ÂInb XpI IÄ \jSs¸Sm³ CShcnIbpw sNbXXmbn ImWp¶p. At]£ \nivNnX kab¯v kaÀ¸n¨mÂ t]mepw _UPäv epff XpI]cnanXamb Xn\mÂ FÃm At]£ Ifpw]cnKWn¡m³ Ignbp IbnÃ. Cu]cnX:kYnXnbnÂ hkXp hm§m³ DSabpambn IcmdnÂ GÀs¸Spt¼mÄ bmsXmcp XpIbpw ap³IqdmbnÂ \ÂIm³]mSnsÃ¶v FÃm IcnP\/KncnP\ kwL§tfbpw AdnbnÔp¶p.

Cu \nÀt±i§Ä DS\Sn {]m_ey¯nÂ hcp¶Xpw CX\pkcn¨v സംഘങ്ങൾ പ്രവർത്തിക്കേണ്ടതുമാണ്. ഇതിന് വിപരീതമായി പ്രവർത്തിക്കുന്ന kwL§fpsS sk{I«dnamcpw {]kn UâpamcpW kz´\nebnÂ നഷ്ടോത്തരവാദിത്വം വഹിക്കേണ്ടതുമാണ്.

സഹകരണസംഘം രജിസ്ട്രാർക്കുവേണ്ടി

CL (a) 67913/82. Office of the Registrar of Co-operative Societies
Trivandrum, 12-7-1983

CIRCULAR No. 35/83

Sub: **Purchase of land/building by Co-operative Institutions-instruction issued-regarding.**

It has come to my notice that Co-operative Institutions purchase land with building based on valuation done by the own Engineers of the institutions on the

plea that it would be difficult to get valuation certificates from Revenue Authorities or Public Works Department authorities. Ordinarily societies approach the Village Officers for valuation certificate in respect of land. In respect of buildings the Public Works Department is approached. There is inordinate delay in getting the certificates from such authorities. This causes a lot of inconvenience to the societies. This has to be avoided. At the same time the tendency to invest on land and buildings for in excess of the capacity of a society has also to be checked. Therefore in the matter of purchase of land/buildings by Co-operative Institutions the following procedure should be observed.

1. No purchase should be made without sanction from the Department for utilising the general funds for the purpose.
2. General funds will be utilised for the purpose only where it will not affect the normal business of the society. It should be possible to recoup the amount utilised from general funds in annual instalment from out of the surplus and within a reasonable period not exceeding 5 years.
3. The Joint Registrars will certify the value of land. This may be based on the average sale price for a period of 3 or 4 years or average market price whichever is higher.
4. The valuation of the building should be done by Public Works Department.
5. Those who flout these instruction will be liable to make good the lose on account of the dead investments. All institutions may be informed of the above by Joint Registrars.

K. M. Balakrishnan
Registrar of Co-operative Societies

NO. CP (4)-16414/85. Office of the Registrar of Co-operative Societies
Trivandrum, 6-6-1985

CIRCULAR No. 26/85

Sub: **Co-operative Societies-Construction of buildings-Guidelines issued**

Ref: **1. Letter No.B.7. (KTM.P.E.20/83) 21163/83-2 dated 8-1-85. From the Director of Vigilance Investigation.**

2. Letter No. 17993/CCI/85/AD Dt. 15-3-85 from the Government of Kerala Agriculture (Co-operation) Department.

There has been allegations of malpractices in the purchase of land and construction of building by Co-operatives. While most of the allegations have

proved to be not true others have been found to be so. Such malpractices have to be checked. Irregular practices giving room for allegations have to be avoided. The following guidelines for the construction of buildings by the Co-operative Institutions are issued.

1. Construction of buildings by Co-operative Societies shall be done normally by competent contractors so as to ensure construction at the estimated costs and professional management of constructions. The Board of Directors shall not take up the construction as far as possible. In unavoidable situation the Board of Directors may have to directly take up construction. Such instances will be rare. Prior approval of the Joint Registrar will be obtained by Societies before undertaking construction directly. If they do so it shall be at the risk and responsibility of the members of the Board. In case the construction cost exceeds the approved estimates the members of the Board of Directors shall be personally liable to make good the excess amount spent on the building.

2. No building shall be constructed without a plan and estimate approved by a competent Engineer.

3. On the completion of construction a final valuation certificate will be obtained from a qualified Engineer. Expenditure, if any incurred in excess of such valuation will not be admitted in audit.

4. Construction shall be commenced only on clearance from the Joint Registrar of Co-operative Societies. Purchase of land and building investing general funds shall be done only after obtaining the permission of the Joint Registrar under Rule.

5. The Joint Registrar should get satisfied of the competency of the Contractor who undertakes the work, the Engineer for preparing the plan and estimate and issuing the valuation Certificate.

The Joint Registrars will bring the contents of this circular to the notice of the societies under their control.

K. V. Harikrishnan Nair
Registrar of Co-operative Societies

\ ¼À. k n.] n.(4) 43843/86.

k l lcW kwLw cPn k{SmÀ Hm^o k ,
Xncph \ ´]pcw, 25þ10þ1986

kÀ ¡peÀ \ ¼À. 45/86

hn j bw: **{]mYan I ImÀ jn I hmb] k l lcW kwL §Äþs I«nS \nÀ½mW ¯ n\p s]mXp[\w \nt £]n ¡ p¶Xp kw_ Ôn¨ \nÀt±i § Ä.**

k I IcW kÀ¡peÀ kamI mcw

kqN\: **tIcf kwkYm\ k I IcW _m¦pamt\PnwK Ubd I SdpsS 16þ8þ1986þse F.Un.Fw.Pn.Un.34/2050/86þ87 \¼À I ¯ .**

{]mYanI ImÀjnI hmbv]m k I IcW kwL §Ä, sI«nS§fpsS \nÀ½mWmhiy§Ä¡p AhbpsS s]mXp[\w A\nb{´nXambn hn\ntbmKn¡p¶Xmbpw X³aqew kwL §Ä¡v]ncn ª pI«m\pff hmbv]XpIbpw kwL §Ä [\k Imb _m¦nte¡pXncn¨S¡m\pff hmbv]mXpIbpw X½nepff A´cw hÀ²n¡p¶Xmbpw kqN\ I ¯nÂ kwkYm\ k I IcW _m¦pamt\PnwK Ubd I SÀ Adnbn¨ncn¡p¶p.]e k I IcW kwL §Ä PnÃm _m¦pI fnÂ \n¶pw hm§n \ÂInb hmbv] AwK§ fnÂ \n¶pw Xncns I h¶Xp t]mepw sI«nS \nÀ½mW ¯n\pw CXp t]mse bpff aäp] tbmK§Ä¡pw വിനിയോഗിച്ചിട്ടുള്ളതായും ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ഇപ്രകാരം ധനസഹായ ബാങ്കിലേക്ക് kwLw Xncn¨S¡m\pff hmbv]mXpIbpsS tXmXv hÀ²n¨phcp¶Xpaqew kwL ¯n\v [\k Imb _m¦nÂ \n¶pw XpSÀ¶p hmbv] e`n¡m\pff km²yX CÃmXmhpIbpw XÂ^eambn kwL §Ä {ItaW {]hÀ¯\ cInXambn തീരുന്നതായും ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്.

Cu hnj bs¯ ¡pdn¨v hni Zambn]cnt im[n¨XnÂ {]mYanI ImÀjnI hmbv] kwL §Ä sI«nS \nÀ½mW ¯n\ps]mXp[\w hn\ntbmKn¡p¶Xn\p Ct¸mÄ aXnbmb \nb{´ Ww GÀs¸Sp¯p¶nsÃ¶v t_m²ys¸«ncn¡p¶p. kwL §Ä `oaamb XpI IÄ hfsc henb sI«nS§Ä \nÀ½n¡p¶Xn\mbn hI amän hn\ntbmKn¡p¶Xmbpw t\_m²ys¸«ncn¡p¶p. F³.kn.Un.kn. ]²Xn{]ImcwKpZmapIfpsS \nÀ½mW¯n\mbn hmbv]bpw k\_vknUnbpw e`n¡m\pff kmINcyw ഉണ്ടെmbncns¡ C{]Imcw `oaamb XpIIÄ sI«nS നിർമ്മാണത്തിനായി വക മാറ്റുന്ന പ്രവണത കർശനമായും തടയേണ്ടതുണ്ട്.

kwL§fpsS A\mtcmKyIcamb C¯cw {]hÀ¯\§Ä¡v IÀi\amb നിയന്ത്രണം ഏർപ്പെടുത്തേണ്ടതു അവകളുടെ സുഗമമായ പ്രവർത്തനത്തിനു AXy´mt]£nXamIbmÂ AÀIXs¸« Ahkc§fnsemgnsI sI«nS \nÀ½mW¯n\mbn s]mXp[\w hn\ntbmKn¡p¶XnÂ \n¶pw kwL§sf XSbWsa¶p FÃm tPmbnâv cPnk{SmtdmSpw \nÀt±in¡p¶p.

sI«nS \nÀ½mW¯n\mbn s]mXp[\w hn\ntbmKn¡phm³ tPmbnâv cPnk{SmÀamÀ kwL§sf A\phZn¡pt¼mÄ AhbpsS {]hÀ¯\s¯ XSÊs¸Sp¯ hn[¯nÂ XpI hI amäm\pff kwL§fpsS Ignhv കണക്കിലെടുക്കേണ്ടതും അതുമൂലം സംഘത്തിന്റെ പ്രവർത്തനത്തെ ദോഷകരമായി ബാധിക്കുകയില്ല എന്നും അപ്രകാരം അനുവദിക്കുന്ന തുക കൊണ്ട് മാത്രം കെട്ടിടം പണി പൂർത്തിയാക്കാൻ കഴിയുമെന്ന് ഉറപ്പുവരുത്തേണ്ടതുമാണ്. അനുവാദമില്ലാതെ പൊതു ഫണ്ടിൽ നിന്നും കെട്ടിടം പണിക്കു തുക മുടക്കുന്ന സംഘങ്ങളുടെ പേരിൽ

കർശനമായ നടപടി സ്വീകരിക്കേണ്ടതാണ്. ഇതിൽ എന്തെങ്കിലും വീഴ്ച hcp¯nbmÂ AXp _ Ôs¸« DtZymKkY³amcpsS IrXy hntem]ambn IW¡m¡p¶XmsW¶pw {]tXyIw HmÀ½n¸n¡p¶p.

Cu kÀ¡peÀ ssI¸änb hnhcw aS¡ ¯]menÂ¯s¶ അറിയിക്കേണ്ടതാണ്.

sI. hn. \¼ymÀ
kl IcW kwLw cPn k{SmÀ

No.G.61953/88. Office of the Registrar of Co-operative Societies
Trivandrum, 24-5-1989

CIRCULAR No. 31/89

Sub: **Co-op: Societies-purchase or lease of land or the acquisition, construction or renewal of building and disposal of immovable property with the prior sanction of Registrar-non-compliance of the provisions of Rule 54 of KCS Rules, 1969-Instructions issued.**

According to sub-rule (1) of Rule 54 of K.C.S.Rules, if a society plans to purchase or lease of land or to acquire, construct or renew any building that may be necessary to conduct its business, the previous sanction of Registrar has to be obtained. The provisions of the above said sub-rule, are however, not applicable.

a) to immovable property purchased (i) by a society at a sale held in execution of a decree, decision or obtained by it for recovery of any sum due to it, or (ii) by a Financing Bank at a sale held in execution of a decree, decision of award obtained by a society financed it for the recovery of any sum due to such society or at a sale by or on behalf of the liquidator of such society.

b) to the purchase or lease of lands or purchase, construction or remodelling of a society whose objects according to its bye-laws include such purchase, lease, construction or remodelling.

The above provision regarding obtaining previous sanction of Registrar for the purposes mentioned above was incorporated in the Rules with a view that only such societies having financial stability and surplus funds shall be allowed to purchase or lease or land or to acquire, construct, or renew building that may be necessary to conduct its business and that normal working of societies shall not be affected for want of working capital if they are engaged in such transactions or activities.

A certain instance of violation of the mandatory provisions of Rule 54 (1) has recently come to the notice of the Department. Therefore, the attention of all Co-operative Societies is drawn to the provisions in Rule 54 of K.C.S. Rules and they are requested that they should necessarily abide by the provisions of the Rule. Any violation of the above Rule in future shall call for severe actions including those under section 32 and 63 of the KCS Act, 1969.

The Joint Registrars of the districts and Asst. Registrars (General) of circles shall closely watch the transactions of these kinds in societies and if any instance of violation of provisions of Rule 54 is noticed it shall be promptly dealt with as per the provisions in K.C.S. Act and Rules, 1969 and as mentioned above.

P. Prabhakaran
Registrar of Co-operative Societies

No.MP (1) 60975/89. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 12-1-1990

CIRCULAR No.4/90

Sub: **Co-operative Department-NCDC III Co-op: Storage Project-construction of godown-Utilisation of General Fund/building Fund by societies-Instruction issued.**

Read: **This office Circular No.47/88 dt. 22-12-88**

In the office Circular read above, instructions had been given to the Joint Registrar to observe certain points while according permission to the societies to invest General Funds for the purpose of construction of godown sanctioned under NCDC III Co-operative Storage Project. Among other things it was instructed that only the amount equal to the maximum of 25 % of the cost of godown need be allowed to be diverted from the general funds for the purpose. Instances have come to the notice of the undersigned that many of the societies have invested own funds over and above the above percentage in view of increase in the cost of construction over the estimated cost. This increase is attributable to the increase in cost of labour and material over PWD schedule of rates. This phenomena has necessitated a reconsideration of the matter.

2. In partial modification of the earlier instructions contained in the above circular all Joint Registrars are therefore requested that the societies seeking sanctions to utilise own funds may be permitted to invest funds from general

funds an amount equal to that which is required in excess of the financial assistance sanctioned to the societies for the construction of godown under NCDC III storage project, taking into consideration the cost of constructions approved by competent authorities.

P. Prabhakaran
Registrar of Co-operative Societies

\ ¼À. k n.Pn.(1) 15557/98.

k l IcW kwLw cPn k{SmÀ B ^o k ,
Xncph \ ´] pcw, 6þ6þ98

kÀ ¡ peÀ \ ¼À 23/98

hn j bw: **k l IcWwþ{]mYan I ImÀ j n I hmb] k l IcW kwL § Ä \S ¯ p¶ sNe hp I Ä _ UPä hn I nX ¯ ne [n I cn ¡ mXncn ¡ p¶ X kw Ôn¨ \nÀt± i w.**

kwk Ym\s ¯ {]mYan I ImÀ j n I hmb] k l IcW kwL § fpsS {] hÀ ¯ \w]Tn¨ \ne hmcw sa¨s¸Sp ¯ p¶ Xn\ Dff \nÀt± i § Ä kaÀ¸n ¡ p¶ Xn\ cq]o I cn¨ hnZK ² kanXn kÀ ¡ mcn\ kaÀ¸n¨ dnt¸mÀ«nÂ സംഘം ബഡ്ജറ്റ് തയ്യാറാക്കുന്നതിന് പ്രത്യേക ശ്രദ്ധ ചെലുത്തേണ്ടതാണെന്നും അത് യഥാസമയം പൊതുയോഗം പാസ്സാക്കേണ്ടതാണെന്നും നിർദ്ദേശിച്ചിട്ടുണ്ട്. കൂടാതെ bmsXmcp IcWh imepw _UPä hn I nX ¯ nÂ A [n I cn¨ sNe hp I Ä നടത്താൻ പാടുള്ളതല്ല എന്നു നിർദ്ദേശിച്ചിട്ടുണ്ട്. മേൽപ്പടി ശുപാർശകൾ]cnt im[n¨Xnsâ ASnk Ym\ ¯ nÂ {]mYan I kwL § fpsS {] hÀ ¯ \w IqSpXÂ Imcy £ aam ¡ p¶ Xn\ Xmsg]dbp¶ \nÀt± i § Ä]pds¸Sphn ¡ p¶ p.

{]mYan I ImÀ j n I hmb] k l IcW kwL § fpsS `cW kanXn Hmtcm മാസവും സംഘം പ്രവർത്തനം വിലയിരുത്തേണ്ടതാണ്. സംഘം. ബഡ്ജറ്ററി I ¬ t{Smfn\ {]mapJyw \ Â I Ww. kwLw AXnsâ hmÀ j n I _ UPä തയ്യാറാക്കുന്നതിന് പ്രത്യേക ശ്രദ്ധ ചെലുത്തേണ്ടതും, ബഡ്ജറ്റ് യഥാസമയം പൊതുയോഗം പാസാക്കേണ്ടതുമാണ്. ബഡ്ജറ്റ് പാസാക്കാതെ സംഘം ചെലവുകൾ \S ¯ m³]mSpf fXÃ. IqSmsX bmsXmcp ImcWh imepw _ UPä hn I nX ¯ nÂ A [n I cn¨ sNe hp I Ä kwLw \S ¯ m³]mSpf fXÃ Hgn¨p I qSm\mhmsX hcp¶ C ¯ cw sNe hp I Ä ¡ `cW kanXnbpsS AwKo Imct ¯ msS _ Ôs¸« tPmbnâ രജിസ്ട്രാറുടെ അനുമതി വാങ്ങേണ്ടതാണ്. ആയതിനു അടുത്തു കൂടുന്ന പൊതുയോഗത്തിന്റെ അംഗീകാരം വാങ്ങേണ്ടതാണ്. ഇതിൽ വീഴ്ച വരുത്തിയാൽ _ UPä hn I nX ¯ n\p]cn Nnehgn¨ Xp I B UnänÂ XSbp¶ Xn\pw ബന്ധപ്പെട്ടവരിൽനിന്നും ഈടാക്കുന്നതിനും നടപടി സ്വീകരിക്കേണ്ടതാണ്.

\ jS ¯ nÂ {] hÀ ¯ n ¡ p¶ {]mYan I ImÀ j n I hmb] k l IcW kwL § Ä ¡ s I «nSw]Wnbm³ A\phmZw \ Â I cpsX¶ pw CXn\mbn P\dÂ

k l IcW kÀ¡peÀ kamImcw

ഫണ്ടിൽ നിന്നും വിനിയോഗിക്കുന്ന തുക നിശ്ചിത കാലാവധിക്കുള്ളിൽ ജനറൽ ഫണ്ടിലേക്ക് വീണ്ടെടുക്കാൻ കഴിവുള്ള സംഘങ്ങൾക്കു മാത്രമേ ജനറൽ ഫണ്ടുപയോഗിച്ച് കെട്ടിട നിർമ്മാണത്തിന് അനുവാദം നൽകാവൂ എന്ന് മേൽപ്പടി വിദഗ്ദ്ധ സമിതി ശുപാർശ ചെയ്തിട്ടുണ്ട്. വിദഗ്ദ്ധ സമിതിയുടെ മേൽപടി ശുപാർശ]cnKWn¨ Xmsg]dbp¶ \nÀt±i §Ä]pds¸Spbhn¡p¶p.

\jS¯nÂ {]hÀ¯n¡p¶ {]mYanI ImÀjnI hmbv] k l IcW kwL §Ä¡ taenÂ sI«nSw]Wnbm³ A\phmZw \ÂIp¶XÃ. C{]Imcw sI«nS \nÀ½mW¯n\mbn hn\ntbmKn¡p¶ XpI \nivNnX കാലയളവിനുള്ളിൽ ജനറൽ ഫണ്ടിലേക്ക് വീണ്ടെടുക്കാൻ (റീ ക്യൂപ്) കഴിവുള്ള സംഘങ്ങൾക്കു മാത്രമേ ജനറൽ ഫണ്ട് വിനിയോഗിച്ച് കെട്ടിട നിർമ്മാണത്തിന് അനുവാദം നൽകുകയുള്ളൂ. ഇപ്രകാരം ജനറൽ ഫണ്ടിൽ നിന്നും സംഘം ചെലവഴിച്ച തുക ജനറൽ ഫണ്ടിലേക്ക് വീണ്ടെടുക്കാനുള്ള പരമാവധി കാലാവധി 10 hmÀjnI XhWbmbncn¡pw.

]n. Un.tPmÀPv

cPn k{SmdpsS NmÀPv h In¡p¶ AUoj WÂ cPn k{SmÀ (sF. kn. Un.]n.)

No. C(1) 18799/2000. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 20-12-2000

CIRCULAR No. 50/2000

Sub: **Co-operation-Procedure for building construction by co-operatives-Partial modification-Instructions issued-Regarding.**

Ref: **1. Circular No. 35/83 dated 12.7.83 of Registrar of Co-operative Societies.**

2. Circular No.26/85 dated 6.6.85 of Registrar of Co-operative Societies.

3. Government Letter No.10964/B1/2000/Co-op:, dated 2.12.2000.

As per the circulars referred to above, instructions have been issued with regard to the procedure for purchase of land or building and construction of buildings by co-operative Institutions. In the circular 1st cited, it was instructed that the valuation of the building should be done by the Public Works Department. As against this, representations have been received from societies that it is cumbersome job to get valuation certificate from Public Works Department Authorities.

Regarding the approval of plan and estimate and issue of valuation certificate for building construction by Co-operatives, Government vide letter 3rd cited, have instructed to modify the circular partially.

Therefore, the above instruction in Circulars No.35/83, 1st cited is partially modified to the effect that in the procedure for approval for building construction by Co-operatives with own fund or loan from non/government institutions, the plan and estimate will be scrutinised and approved by the Engineers of Government and Quasi Government Institutions, Local Bodies Statutory Boards or any other Government Sponsored Organisation and retired Engineers, Registered/Licenced Engineers and Architectural Consultants. On completion of construction of the buildings, Valuation Certificate will be issued by Engineers in Government Department or Local Bodies not below the rank of Assistant Engineer (Buildings). This modification is also applicable to the instructions already issued in Circular No. 26/85, 2nd cited.

The above instruction shall be strictly followed. The Joint Registrars of Co-operative Societies (General) are requested to bring the contents of this Circular to the notice of all Co-operative Institutions for strict compliance.

Dharam Veer
Registrar of Co-operative Societies

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No.G3-19266/70.

Office of the Co-operative Societies,
Trivandrum, 1st July 1970

CIRCULAR No. 34/70

Sub: **Audit-Non-production of books for Audit-Prosecution under Section 94 (b) - Instructions-Issued.**

Instances are not rare where the office bearers of the societies fail to comply with the directions in the summons issued by the Auditors/Inspectors etc. under section 63, 65 or 66 of the Kerala Co-operative Societies Act for the production of books of account, cash balance etc. under section 94 (4) of the Act the office bearers of the societies are liable to be prosecuted for the non compliance of summons issued by the competent authority. It is therefore necessary to take prosecution whenever the office bearers fail to comply with the summons.

In order to avoid procedural lapses in dealing with such important matters the following instructions are issued.

The Deputy Registrars (Audit) may make sure that proper summons have been served requiring the production of records and that the persons summoned has failed to carry out the directions. While issuing the summons it may also be stated therein that disobedience of the summons is an offence under the Act and the person concerned is liable for prosecution in case he fails to comply with the directions in the summons. A notice may then be issued calling on the persons to show cause why he should not be prosecuted for the noncompliance of summons. After considering the reply, the Deputy Registrar concerned may issue sanction for prosecution, consult the Assistant Public Prosecutor and make a complaint to the court. The Deputy Registrar may also address the District Collector concerned for issuing necessary instructions to the Assistant Public Prosecutor to conduct the prosecution. The attention of the Deputy Registrar is also invited to Government circular No.69253/C2/67/ Home dated 30-9-1969 communicated in this office endorsement No.G1-54406/69 dated 29-12-1969.

In the case of failure to produce the records, cash etc. for purposes of audit the Deputy Registrar (Audit) may take prosecution steps and in all other cases the Deputy Registrar (General) may initiate action.

(Sd/-)
For Registrar of Co-operative Societies

k l IcW kÀ¡peÀ kam I mcw

No. 20256/71/G1.

Office of the Co-operative Societies
Trivandrum, 14th July 1971

CIRCULAR No. 26/71

Sub: **Audit-Audit held up for want of records-Further action-Instructions issued.**

It is seen that audit of several societies is held up for want of records and the number of such societies is increasing year after year. The department cannot pass over the issue without any action. There is provision in the Kerala Co-operative Societies Act and Rules, empowering departmental authorities to take appropriate action in all such cases. In this connection the attention of the Deputy Registrar is invited to sections 32, 34 (3), 63(3), 65(3), 66 (4), 71(2)(b) and 94 (4) of the Act and clauses 30 and 33 of the rules.

2. The Deputy Registrars (Audit) should therefore prepare immediately a list of societies whose audit is held up for want of records indicating the periods for which the audit is in arrears and furnish the list to the concerned Deputy Registrar (General) or other District Officers (like District Industries Officer, Assistant Director of Fisheries, Director of Dairy etc., as the case may be) under Copy to this office. They may also suggest to the officers concerned to initiate immediate action under section 65 or other appropriate action and finish with such moribund societies if they cannot be revived. The provision under section 94 (4) may also be invoked wherever necessary. The very reason that records are not available will be a strong point for liquidation of such societies. On receipt of the copy of the list, this office will also take up the matter with the concerned Heads of Departments for further action.

3. It is seen that some Deputy Registrars (Audit) are not giving details of audit left over for want of records in their monthly D.O. Narrative report. They should furnish such details in future and also indicate the action taken by them.

4. On receipt of the list from the Deputy Registrars (Audit) the Deputy Registrars (General) should take immediate action in the cases of societies under their administrative control. They should also indicate the action taken by them in such cases, in their monthly D.O. Narrative reports. If the societies are indebted to the District Co-operative Banks, they may also address the Bank concerned to stop further financial assistance to the society until the accounts are brought up to date and got audited by the departmental auditors.

5. The receipt of this circular should be acknowledged.

K. Krishnan Nambiar
Registrar of Co-operative Societies

dn¡ mÀUpIÄ e`yaÃmsX hcpt¼mÄ

AGRICULTURE (CE) DEPARTMENT

No. 10054/CE2/74/AD. Trivandrum, 15th May 1974

CIRCULAR

Sub: **Audit of Co-operative Institution-Non availability of record-Procedure to be adopted-Instructions-Issued.**

Under Section 63 (1) of Kerala Co-operative Societies Act the Registrar of Co-operative Societies shall audit or cause to be audited by the person authorised by him by General or Special order in writing in this behalf the accounts of every society at least once in each year. The Accountant General, Kerala has stated that the audit of accounts of Co-operative Societies is very heavily in arrears. Upto 1971-72 out of 6162 accounts which remained unaudited, 4841 accounts were not audited for want of records. It is seen that in a large number of cases even basic accounts/records are not being maintained or are not available and this allows financial indiscipline.

At present under section 65 of the Kerala Co-operative Societies Act, summons can be issued to the Societies for production of records for audit. This has, however, not been an effective process. Government therefore consider that a more stringent procedure should be adopted against the societies which fail to produce records for audit.

Government is of opinion that if a society does not produce its records after issue of summons under section 65 of the Kerala Co-operative Societies Act, then the Deputy Registrar of Co-operative Societies (Audit) may initiate action to liquidate the recalcitrant society and then transfer the file to the Deputy Registrar (General) for further action.

S. Nagarajan
Additional Secretary

GOVERNMENT OF KERALA
Abstract

Co-operation-Audit of Co-operative Institutions-Non-availability of records-Procedure to be adopted-Orders issued.

AGRICULTURE (CO-OP.ESTT.) DEPARTMENT

G. O. Rt. 3630/75/AD. Trivandrum 26th December 1975.

Read: **1. Circular No. 10054/CE2/74AD. dated 15-5-1974.**

k l IcW kÀ¡peÀ kamImcw

2. From the Registrar of Co-op. Societies letter No. ADL (2) 16551/74 dated 20-6-1974.

ORDER

In the Circular read as 1st paper above Government issued instructions regarding action to be taken against Co-operative Societies which fail to produce records for audit. According to the said instructions if a society does not produce its records for audit after issue of summons under section 65 of the Kerala Co-operative Societies Act, the Deputy Registrar of Co-operative Societies (Audit) may initiate action to liquidate the recalcitrant society and then transfer the file to the Deputy Registrar (General) for further action. The Registrar of Co-operative Societies has reported that the instructions contained in the above circular can be followed only in respect of the societies under the administrative Control of the Co-operative Department. As the responsibility of audit of accounts of all types of societies under the administrative control of various departments like the Departments of Industries and Commerce, the Fisheries Department and the Dairy Development Department vests with the Registrar of Co-operative societies the wholehearted Co-operation of the Officers of the above departments also is essential for taking action against the societies under the administrative control of those departments.

2. The following further orders are issued in regard to the procedure to be adopted by the Officers of the different Departments concerned:

(i) As per subsection (3) of section 63 of the Kerala Co-operative Societies Act, 1969, summons can be issued by the Circle Officers of Co-operative Societies (Audit)/Auditors of Co-operative Societies for the production of records for audit. This will be done by the Circle Officers of Co-operative Societies (Audit)/Auditors of Co-operative Societies in respect of all types of societies within their jurisdiction irrespective of their administrative control.

(ii) If the society or the person responsible does not produce the records within the time limit specified in the summons issued, the Circle Officers of Co-operative Department (Audit) will send up an intimation to this effect to:-

(a) Deputy Registrar of Co-operative Societies (General) of the Co-operative Department.

(b) The Director of Industries and Commerce/District Industries Officer.

(c) The Director of Coir Development.

(d) The Secretary, Khadi and Village Industries Board.

(e) The Director of Fisheries or

(f) The Director of Dairy Development as the case may be through the Deputy Registrar (Audit) concerned.

(iii) On receipt of such intimation from the Deputy Registrar (Audit) the concerned Head of Department/Office will arrange for initiating action under section 65 and 71 of the Kerala Co-operative Societies Act, 1969 and ultimately order the winding up of the affairs of those societies, if found necessary.

(iv) Without records, enquiry under section 65 of the Kerala Co-operative Societies Act which is a prerequisite as per section 71 (1) for taking a decision whether or not order be issued for a society to be wound up, is not possible. Societies which do not have records/also not produce records for audit will be treated as defunct societies which ceased to work. The position enables the concerned Officer to order the societies to be wound up under clause (b) of subsection (2) of section 71 of the Kerala Co-operative Societies Act, 1969. So action under section 65 can be dispensed with in the case of such societies and the concerned Officer will proceed with action under section 71 (2) of the Kerala Co-operative Societies Act straight away.

(v) If the Officer ordering the winding up of those societies is satisfied that final winding up of the affairs of the societies is not possible on account of destruction of records, he will cancel the registration of the society immediately under section 74 of the Kerala Co-operative Societies Act 1969.

(vi) In all other cases the liquidator appointed under section 72 of the Kerala Co-operative Societies Act will take prompt action and expedite final winding up of the affairs of the society culminating in the cancellation of their registration.

(vii) The audits in respect of these societies will be deleted from the list of arrears in audit by the Deputy Registrar (Audit) / Circle Officers of Co-operative Societies (Audit) as soon as he sends intimation as stated in item (ii) above. Subsequently if the Deputy Registrar (Audit) is convinced that the records can be had from any of these societies he will make arrangements for the re-entry of their names in the list and for clearing the arrears in audit of their accounts.

3. The words and figures "under section 65 of the Kerala Co-operative Societies Act" occurring in paras 2 and 3 of the Circular read as 1st paper above will be substituted by the words and figures "under subsection (3) of section 63 of the Kerala Co-operative Societies Act."

By order of the Governor
K. M. Chandrasekhar
Deputy Secretary

No.ADL (2) 49294/75/D.Dis. Office of the Registrar of Co-operative Societies
Trivandrum, 31st August 1976

CIRCULAR No.64/76

Sub: **Audit-Audit of Co-operative Societies-Records not available for a particular period-Procedure-Regarding.**

Instances are not rare where the audit of accounts of certain Co-operative Societies is held up as the concerned records for a particular period are incomplete/missing/destroyed and thereafter maintained properly. Due to this, the audit of the concerned society for subsequent years also remains in arrears. Hence it is considered to evolve a definite procedure to recast the accounts of the society for the missing period. Accordingly the matter was discussed in the conference of the Deputy Registrars (Audit) held on 28-7-1976 and it was decided that in such cases, the society will write up the records with available data and publish a notification calling for claims and also stating that if the claims are not preferred within a specified time the audit will be finalised with the particulars available with the society and after a specified date the audit will be finalised. The Deputy Registrars (Audit) and Assistant Registrars (Audit) will bring this to the notice of all Auditors with instructions to adopt this procedure and finalise the audit of the concerned societies.

D. Anandavalli Amma
Joint Registrar of Co-operative Societies (Audit)
Trivandrum

\¼À. F. Un. FÂ.(2) 65986/76. k I IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 1977 P\phcn 17

kÀ¡peÀ \¼À 5/77

hnjbw: **B Unäps I. F k. B À.1þmw `mKw 156þmw hIp¸\pkcn¨ \nban¨n«pff B UnäÀamcpsS B kYm\w \niNbn¡p¶Xp kw_Ôn¨v.**

kqN\: 1. **Cu B ^oknÂ \n¶pw 52/75þmw \¼cmbn 21þ7þ1975Â]pds¸Sphn¨ kÀ¡peÀ.**

2. tIcf ktää tImhm]tdäoh C³ks]IvtSgk Bâ B Untägk Atkmkntbj³ P\dÂ sk{I«dn 6þ10þ1975 Â സമർപ്പിച്ച മെമ്മോറാണ്ടവും, 7–12–1976ൽ അയച്ച കത്തും.

sI. F k. B À. 5þmw `mKw 156þmw hIp¸\pkcn¨ \nban¨n«pff ആഡിറ്റർമാരുടെ ആസ്ഥാനം താഴെ പറഞ്ഞിരിക്കുന്ന രീതിയിൽ തുടരേണ്ടതാണെന്ന് kqN\ (1) se kÀ¡peÀ{]Imcw \nÀt±in¨ncn¡p¶p.

(1) Aknkäâ cPnk{SmÀ/I¬IdâB UnäÀamÀ, aäp kmwKnÄ I¬IdâB UnäÀamÀ F¶nhcpsS B kYm\w B Unäp sN¿p¶ kwL¯nsâ B kYm\wXs¶ bmbncn¡pw.

(2) aäp {Kq¸p I¬Idâ B UnäÀamcpsS B kYm\w AXmXp {Kq¸nse Gähpw henb kwL¯nsâ B kYm\wXs¶ bmbncn¡pw.

F¶mÂ {Kq¸p I¬Idâ B UnäÀamcpsS Imcy¯nÂ taÂ¸d ª GÀ¸mS `cW]cambpw {]mtbmKnIambpw Nne _p²nap«pIÄ സൃഷ്ടിക്കുന്നുണ്ടെന്ന് കാണുന്നതുകൊണ്ട് അവരുടെ ആസ്ഥാനം ബന്ധപ്പെട്ട B Unäp Aknkäâ cPnk{SmÀamcpsS B ^okmbn amän \niNbn¨ncn¡p¶p.

Aknkäâ cPnk{SmÀ/I¬IdâB UnäÀamÀ aäp kmwKnÄ I¬IdâB UnäÀamÀ F¶nhcpsS Imcy¯nÂ kqN\ (1) se kÀ¡peÀ \nÀt±i §Ä XpScp¶XmW.

Sn. F³. PbN{µ³
k I IcW kwLw cPnk{SmÀ

k l IcW kÀ ¡ peÀ kam I mcw

\ ¼À. F. U n. F Â.1/39961/78.

k l IcW kwLw cPn k {Smdm ^ o k ,
Xncph \ ´] pcw, 1978 \ h ¼À 8

kÀ ¡ peÀ \ ¼À 51/78

hn j bw: **B Unäþ I ¬ Idâ B UnäÀamÀ kwL ¯ nÂ tPmen ¡ ImPcmIp¶X kw_ Ôn¨ .**

kqN\: **cPn k {SmcpsS 15þ9þ1970þse F. U n. F Â.1/31746/78þmw \ ¼À സർക്കുലർ മെമ്മോറാണ്ടം.**

സൂചനയിൽ കാണിച്ചിട്ടുള്ള സർക്കുലർ മെമ്മോറാണ്ടത്തിൽ, കൺകറന്റ് B UnädmbntPmen t\m ¡ p¶ B UnäÀamÀ Hm ^ o k kab § fnÂ kwL ¯ nÂ ഉണ്ടായിരിക്കുന്ന കാര്യത്തിൽ കൂടുതൽ നിഷ്ക്കർഷ പാലിക്കേണ്ടതാണെന്ന് നിർദ്ദേശിച്ചിട്ടുണ്ടായിരുന്നു. എന്നാൽ ചില കൺകറന്റ് ആഡിറ്റർമാർ മേൽ kqNn¸n¨ \nÀt±i § Ä]men ¡ p¶ XnÂ hogN hcp ¯ nbn«pff hnhcw cPn k {SmÀ ¡ t_m ² ys¸«ncn ¡ p¶ p. Cu]cnX k YnXnbnÂ I ¬ Idâ ആഡിറ്റർമാർ സംഘങ്ങളിൽ കൃത്യമായി ജോലിക്ക് ഹാജരായിട്ടുണ്ടോ എന്നുള്ള hnhcw tcJs¸Sp ¯ p¶ Hcp coXn B hn j ¡ cn ¡ p¶ X IqSpXÂ DNnXambncn ¡ psa¶ Xn\mÂ, Xmsg]dbp¶ \nÀt±i § Ä]pds¸Sphn ¡ p¶ p.

1. FÃm I ¬ Idâ B UnäÀamcpw hogN hcp ¯ msX B ^o k kab § fnÂ ബന്ധപ്പെട്ട (10 മണി മുതൽ 5 മണി വരെ) സംഘത്തിൽ ഹാജരായിരിക്കേണ്ടതാണ്.
2. ഓരോരുത്തരും ഹാജർ പുസ്തകം സംഘത്തിൽ സൂക്ഷിക്കേണ്ടതും അതിൽ തങ്ങളുടെ ഹാജർ രേഖപ്പെടുത്തേണ്ടതുമാണ്.
3. {Kq¸ I ¬ Idâ B UnäÀamÀ, {Kq¸nÂs¸« Hmtcm kwL ¯ nepw{] tXyI a പ്രത്യേകം ഹാജർ പുസ്തകം സൂക്ഷിക്കേണ്ടതാണ്. ടി ഹാജർ പുസ്തകത്തിൽ ഓരോ സംഘത്തിലുമുള്ള ആഡിറ്റ് പ്രോഗ്രാം എഴുതി സൂക്ഷിയ്ക്കേണ്ടതുമാണ്.
4. ImPÀ]pk XIw, B UnäÀ kwL ¯ nÂ ImPcnÃm ¯ Znh k § fnÂ/ സമയങ്ങളിൽ ആഡിറ്ററുടെ മേശപ്പുറത്ത് സൂക്ഷിക്കേണ്ടതാണ്.
5. C ³ ks] I SÀ X k Xn I bnepff I ¬ Idâ B UnäÀamsc kw_ Ôn¨nSt ¯ mfw _ Ôs¸« B Unä A k n k äâ cPn k {SmÀamcpw A k n k äâ cPn k {SmÀ X k Xn I bnepff B UnäÀamsc kw_ Ôn¨nSt ¯ mfw _ Ôs¸« B Unä sU] yq«n cPn k {SmÀamcpw sU] yq«n cPn k {SmÀ X k Xn I bnepff B UnäÀamsc kw_ Ôn¨nSt ¯ mfw B Unä tPmbnâ cPn k {Smcpw IqsS IqsS kwL § Ä k µÀ in¨ ആഡിറ്റർമാരുടെ ഹാജർ ബോദ്ധ്യപ്പെടുത്തേണ്ടതാണ്.
6. ImPÀ tcJs¸Sp ¯ p¶ Xn\pff ^mdw B Unä sU] yq«n cPn k {SmÀamÀ ആഡിറ്റർമാർക്കു നൽകേണ്ടതാണ്.

B UnäÀamcpsS B kIYm\hpw ImPcpw

7. Cu kÀ¡pedns_ DffS¡w _Ôs¸« I¬Idâ B UnäÀamsc അറിയിക്കേണ്ടതാണ്.

8. Cu kÀ¡peÀ \nÀt±i §Ä 15þ11þ1978 apXÂ \S¸nÂ hcp¯p¶XmWv.

Cu kÀ¡peÀ ssI¸änb hnhcw tcJmaqew Cu B^okns\ അറിയിക്കേണ്ടതാണ്.

_m_p tP¡_
kIIcWkwLw cPnk{SmÀ

\¼À. F.Un.F Â. 2/29486/86. kIIcWkwLw cPnk{SmÀ Hm^okv,
Xncph\´]pcw, XobXn 1þ6þ1986

kÀ¡peÀ \¼À 19/86

hnjbw: **B UnäþkIIcWkYm]\§fnse kaImeo\ B UnäÀamÀ ImPÀ]pkXIw kq£n¡Wsa¶ \nÀt±iw]men¡p¶Xp kw_Ôn¨v.**

kqN\: **1. Cu Hm^oknÂ \n¶pff 8þ11þ1978se 51/78þmw \¼À kÀ¡peÀ.**
2. Cu Hm^oknÂ \n¶pff 15þ3þ1983 se 16/83þmw \¼À kÀ¡peÀ.

kIIcWkYm]\§fnse B Unän\mbnsI.F k. BÀ.(]mÀ«1) 156..mw dqÄ A\pkcn¨v krjSn¨ncn¡p¶ XkXnIIfnÂ \nban¡s¸«ncn¡p¶ B UnäÀamÀ (FÃm t{KUnepapff hÀ) ImPÀ]pkXIw _Ôs¸« kwL§fnÂ kzbw kq£n¡Wsa¶pw Sn kwL§fnÂ B Unä]cn]mSn A\pkcn¨v apS§msX ImPcmIWsa¶pw kqN\bnÂ]dª ncníp¶ kÀ¡pedpIfnÂ ¡qSn \nÀt±iw \ÂInbncp¶p. IqSmsX B Unä sU]y«n cPnk{SmÀamcpw AknkäâcPnk{SmÀamcpw Ubdn]cnt im[\, B Unä]cn]mSnIfpsS]cnt im[\, sSkä B Unä apXembh¡ kwL§Ä kµÀi n¡pt¼mÄ Sn kÀ¡pedpIfnse നിർദ്ദേശം കൃത്യമായി പരിപാലിക്കുന്നുണ്ടോ എന്നു പരിശോധിക്കമെന്നും \nÀt±in¨ncp¶p.

F¶mÂ]e kaImeo\ B UnäÀamcpw ImPÀ]pkXIw kq£n¡p¶Imcy¯nÂ Sn kÀ¡pedpIfnÂ AS§nbncn¡p¶ \nÀt±iw IrXyambn]cn]men¡p¶nÃ F¶p _Ôs¸« kwL§fnÂ B Unäp]cn]mSn A\pkcn¨v ImPcmIp¶nÃ F¶pw Cu Hm^oknsâ {i²bnÂs¸«ncn¡p¶p. Cu kmINcy¯nÂ Xmsg]dbp¶ \nÀt±i§Ä B Unäp hn`mK¯nse _Ôs¸« DtZymKkY³amÀ IÀi\ambn]cn]men¡Wsa¶ CXn\mÂ \nÀt±in¡s¸Sp¶p.

k I IcW kÀ ¡ peÀ kam I mcw

(F) 8þ11þ1978þse 51/78þmw \¼À kÀ ¡ pednÂ \nÀt± i n ¡ s¸«Xpt]mse FÃm ഗ്രേഡിലുള്ള സമകാലീന ആഡിറ്റർമാരും അവർക്കുവേണ്ടി മാത്രമായിട്ടുള്ള ഹാജർ]pk X I w _ Ôs¸« kwL § fnÂ kzbw kq£n ¡ Ww. {Kq¸p I fnse kaImeo\ B UnäÀamÀ Hmtcm kwL ¯nepw C{] Imcw I mPÀ]pk X I w സൂക്ഷിക്കേണ്ടതാണ്. പരിശോധനക്കുവരുന്ന ഉദ്യോഗസ്ഥൻമാർക്കു ഇതു e`yam I ¯ ¡ h®w cPn k ädp I Ä B UnäÀamcpsS tai ¸pd ¯ p വെച്ചിരിക്കേണ്ടതാണ്.

(_n) kaImeo\ B UnäÀamÀ A hcpsS Hmtcm am k t ¯ bpw AwKo I cn ¡ s¸« ap³ I qÀ B Unäp]cn]mSnbpsS Hcp] I À¸ _ Ôs¸« kwL ¯n\ / kwL § Ä ¡ ap³ I qÀ \Â I nbncn ¡ Ww. H¶ne[n I w kwL § fpf f {Kq¸p I fpsS kaImeo\ B UnäÀamÀ Hmtcm am k t ¯ bpw AwKo I cn ¡ s¸« ap³ I qÀ B Unäp]cn]mSnbpsS Htcm {]Xn _ Ôs¸« FÃm kwL § Ä ¡ pw ap³ I qdmbn \Â I nbncn ¡ Ww. {Kq¸nepf f kaImeo\ B UnäÀ GsX¦nepw ഒരു സംഘത്തിൽ ഒരു മാസത്തെ ആഡിറ്റിനുവേണ്ടി സന്ദർശിക്കുവാൻ Dt± i n ¡ p¶nÃ F¦nÂt¸mepw B am k s ¯ A t± I ¯nsâ ap³ I qÀ]cn]mSn B kwL ¯n\p \Â I nbncn ¡ Ww.

(kn) ഇപ്രകാരം ഹാജർ പുസ്തകങ്ങൾ സൂക്ഷച്ചിട്ടുണ്ട് എന്നു മുൻകൂർ പരിപാടിയുടെ പകർപ്പ് സംഘങ്ങൾക്കു നൽകുന്നുണ്ട് എന്നും എല്ലാ സമകാലീന B UnäÀamcnÂ \n¶pw sU]yq«n cPn k {SmÀ kÀ«n^n ¡ äp hm § n സൂക്ഷിക്കേണ്ടതും അതിന്റെ അടിസ്ഥാനത്തിൽ താങ്കളുടെ കീഴിലുള്ള എല്ലാ kaImeo\ B UnäÀamcpw ap³]d ª {] I mcw I mPÀ]pk X I w സൂക്ഷിച്ചിട്ടുണ്ട് എന്നും മുൻകൂർ പരിപാടിയുടെ പകർപ്പ് സംഘങ്ങൾക്കും നൽകുന്നുണ്ടെന്നും ഡെപ്യൂട്ടി രജിസ്ട്രാറൻമാർ രജിസ്ട്രാർക്ക് ഒരു സർട്ടിഫിക്കറ്റ് നൽകേണ്ടതുമാണ്. സമകാലീന ആഡിറ്റർമാരായ ഡെപ്യൂട്ടി രജിസ്ട്രാർമാർ, tPmbnâ cPn k {SmÀamÀ F¶nhÀ C{] Imcapf f kÀ«n^n ¡ ä t\cn« Cu ഓഫീസിൽ തരേണ്ടതാണ്.

(Un) B Unä sU]yq«n cPn k {SmÀamcpw A k n k ää cPn k {SmÀamcpw HutZymKn I IrXy\nÀh I W ¯n\mbn kwL § Ä k µÀ i n ¡ pt¼mÄ Sn നിർദ്ദേശങ്ങൾ കൃത്യമായി പരിപാലിച്ചിട്ടുണ്ടോയെന്നും പരിശോധിക്കേണ്ടതും വീഴ്ച വരുത്തിയിട്ടുള്ളവരുടെ പേരിൽ മേൽ നടപടികൾ എടുക്കേണ്ടതാണ്.

ടി നിർദ്ദേശങ്ങൾ പരിപാലിക്കുന്നതിലുണ്ടാകുന്ന വീഴ്ച ഗുരുതരമായ IrXyhntem]ambn I W ¡ nseSp ¡ p¶ XmW F¶ I mcyw _ Ôs¸« FÃm t]tcbpw H¶p I qSn HmÀ½n¸n ¡ p¶ p.

sI. hn. IcnIrjW³ \mbÀ
k I IcW kwLw cPn k {SmÀ

B UnäÀamcpsS B kYm\hpw ImPcpw

\¼À F.Un.FÂ.(5) 19870/91. kIIcWkwLwcPnk{Smdm^ok, Xncph\´]pcw, 10þ4þ1991

kÀ¡peÀ \¼À 9/91

hnjbw: **kaImeo\ B UnäÀþImPÀ]pkXIw kq£n¡Â, ap³IqÀ bm{Xm]cn]mSn X¿mdm¡Â, XpS§nb Imcy§fnÂ {i²]Xn¸n¡p¶Xpþ kw_Ôn¨v**

kaImeo\ B UnäÀamÀ AhÀ tPmen sN¿p¶ kYm]\¯nÂ AhcpsS ImPÀ]pkXIw FgpXn kq£n¡Wsa¶pw B bX hIp¸nse AhcpsS D¶X DtZymKkYÀ]cntim[\¡p hcpt¼mÄ ImW¯¡hn[hpw പരിശോധിക്കത്തക്കവിധവും അവരുടെ മേശമേൽ കാണേണ്ടതാണെന്നും നിർദ്ദേശം നിലവിലുണ്ട്. തങ്ങളുടെ മുൻകൂർ യാത്രാപരിപാടികൾ മാസാരം`¯n\p ap¼mbn¯s¶ X¿mdm¡n hIp¸nse \nb{´tWmtZymKkY³amÀ¡pw \ÂIn AwKoImcw hm§Wsa¶pw Hcp]IÀ¸ AXmXp kYm]\¯nse No^ FIknIyq«ohn\ \ÂIWsa¶pw, Hcp]IÀ¸ kYm]\¯nse t\m«ok ബോർഡിൽ പ്രദർശിപ്പിക്കണമെന്നും നിർദ്ദേശം നിലവിലുണ്ട്. എന്നാൽ സമകാലീന B UnäÀamÀ ImPÀ]pkXIw kq£n¡mdnsÃ¶pw ap³IqÀ bm{Xm]cn]mSn AhÀ tPmen sN¿p¶ kYm]\¯n\p \ÂImdnsÃ¶pw, \ÂInbmÂ¯s¶]cn]mSnb\pkcn¨{]hÀ¯n¡mdnsÃ¶pw, Fsâ{i²bnÂs¸«ncn¡p¶p. CXp Xn I¨pw \ncp¯chmZ]chpw hIp¸nsâ A´Ên\p Im\nIcamb വിമർശനങ്ങൾക്കു കാരണവും ആയിട്ടുണ്ട്. ഇങ്ങനെയുള്ള നടപടികൾ B hÀ¯n¡mXncn¡Wsa¶ D]tZin¡p¶tXmsSm¸w Xmsg]dbp¶ \nÀt±i§Ä C\ntaenÂ IÀi\ambn]men¡Wsa¶pw Adnbn¡p¶p

1. FÃm I¬Idâ B UnäÀamcpw AhchcpsS ImPÀ]pkXIw IrXyambn എഴുതി സൂക്ഷിക്കേണ്ടതും ആയത് ഡിപ്പാർട്ടുമെന്റിലെ മേലുദ്യോഗസ്ഥർ]cntim[\¡p hcpt¼mÄ B UnäÀ kYe¯nsÃ¦nÂ¡pSn)]cntim[\¡p e`yam¡¯¡hn[¯nÂ B UnädpsS taitaÂ സൂക്ഷിക്കേണ്ടതാണ്.

2. I¬Idâ B UnäÀamÀ AhchcpsS ap³IqÀ bm{Xm]cn]mSn IrXyambn _Ôs¸« D¶Xm[nImcnIÄ¡p t\ct¯ \ÂIn AwKoImcw hm§p¶tXmsSm¸w Hcp]IÀ¸ _Ôs¸« kYm]\¯nsâ No^ എക്സിക്യൂട്ടീവിനും രേഖാമൂലം നൽകേണ്ടതാണ്. ഒന്നിലധികം സ്ഥാപനങ്ങളിൽ പ്രവർത്തിക്കുന്നുണ്ടെങ്കിൽ അങ്ങനെ പ്രവർത്തി എടുക്കുന്ന FÃm kYm]\§fpsS No^ FIknIyq«ohpIÄ¡pw ap³IqÀ bm{Xm പരിപാടിയുടെ ഒരോ പകർപ്പ് രേഖാമൂലം നൽകേണ്ടതാണ്. കൂടാതെ ഒരു]IÀ¸ kYm]\¯nsâ/ kYm]\§fpsS t\m«ok t_mÀUpI fnepw പ്രദർശിപ്പിക്കേണ്ടതാണ്. ഇങ്ങനെ ചെയ്യുന്നതോടൊപ്പം മുൻകൂർ യാത്രാ

k I IcW kÀ ¡ peÀ kam I mcw

]cn]mSnbnÂ]d ª ncn ¡ p¶ {] I mcw {] hÀ¯n ¡ m\pw A hÀ _m ² y k YcmW. ap ³ I qÀ bm{Xm]cn]mSnbnÂ hyXnbm\w hcp¯ p¶ Xn\ ap ³ I qÀ A \phmZw hm § nbncn ¡ Ww. Hgnhm ¡ m ³ km[n ¡ m¯]cnX k YnXnbnÂ t{]m{Kmanse hyXnbm\w _ Ôs¸« k Ym] \ § sf bpw Gähpw ASp¯ pf f \nb{´ tWmtZymK k Yt \ bpw hm ¡ mÂ Adnbn ¡ pI bpw]n¶oS AwKo I mcw tc Jmaqew t \Sp I bpw sN¿Ww.

കൺകറന്റ് ആഡിറ്റർമാർ മുകളിൽ പറഞ്ഞപ്രകാരം പ്രവർത്തിക്കുന്നുണ്ടെന്നു Dd¸phcp¯m ³ A hcpsS {] hÀ¯ \ § Ä \nb{´n ¡ p¶ A k n k äâ cPn k {SmÀ/sU]yq«n cPn k {SmÀamÀ/ B Unä A Uo j WÂ cPn k {SmÀ {] tXy I w ശ്രദ്ധിക്കേണ്ടതാണ്. ഇതിനു വിരുദ്ധമായി പ്രവർത്തിക്കുന്ന ഉദ്യോഗസ്ഥൻമാർക്കെതിരായി I À i \ \S]Sn kzo I cn ¡ p¶ XmsW ¶pw C ¡ mcy¯ nÂ kwLw `mchm I n I fnÂ \n ¶pw, s]mXpP\ § fnÂ നിന്നും പരാതികൾ ഉണ്ടാക്കാനുള്ള അവസരം \Â I mXncn ¡ Wsa ¶pw Adnbn ¡ p¶p.

sI. sP. tXmak
k I IcW kwLw cPn k {SmÀ

\¼À. F. Un. F Â.(5) 15407/94. k I IcW kwLw cPn k {Smdm ^o k ,
Xncph \ ´]pcw, 25þ5þ1994

kÀ ¡ peÀ 15/94

hn j bw: **B UnäÀamcpsS AwKo I cn¨ps I mSp¯ {] Xnam k bm{Xm]cn]mSnbnÂ hyXnbm\w hcp¯ p¶ Xp kw_ Ôn¨.**

B UnäÀamÀ ¡ p AwKo I cn¨ps I mSp¯ n«pf f bm{Xm]cn]mSnbnÂ kzta[bm amäw hcp¯ n A hchcpsS C j Sm\p k cWw B Unäp sN¿phm\pf f kwL § Ä sXcs ª Sp ¡ pI bpw B bXn\ _ Ôs¸« B Unä A k n k äâ cPn k {SmcpsS AwKo I mcw hm § mXncn ¡ pI bpw sN¿p¶ Hcp {] hWX Cu B ^o k nsâ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ഇപ്രകാരം സംഘങ്ങൾ തെരഞ്ഞെടുക്കുന്നതുമൂലം ആഡിറ്റർമാർ GXp kwL¯ nemW tPmen \nÀh I n ¡ p¶sX¶ A k n k äâ cPn k {SmÀ ¡ , Adnbphm ³ I gnbm¯ Hcp km I Ncyw kwPmXam I p I bpw X ³ aqew A hcpsS t]cnepf f taÂ hnNmcw A k m ² yam I p I bpw sN¿p ¶ Xmbn dnt¸mÀ«p ചെയ്തിട്ടുണ്ട്.

2. ap ³ hÀ j s¯ AwKo I cn¨ p \Â I nb B Unä dnt¸mÀ«nt â bpw kwLw dn ¡ mÀUp I fpsSbpw e`yX, kwL¯ nsâ tStWmhdnsâ G I tZ i cq]w എന്നിവയുടെ അടിസ്ഥാനത്തിലായിരിക്കണം, ആഡിറ്റ് ചെയ്യേണ്ട സംഘങ്ങളെ തെരഞ്ഞെടുത്ത് അസിസ്റ്റന്റ് രജിസ്ട്രാർമാർ അലോട്ടുചെയ്യേണ്ടത്. ഒഴിവാക്കാൻ I gnbm¯ km I Ncy¯ nÂ AwKo I cn¨ ap ³ I qÀ bm{Xm]cn]mSnbnÂ \n ¶pw

B UnäÀamcpsS B kIYm\hpw ImPcpw

വ്യതിചലിച്ച് മറ്റേതെങ്കിലും സംഘം ആഡിറ്റ് ചെയ്യേണ്ടി വരുന്ന പക്ഷം, ആയതു ബന്ധപ്പെട്ട അസിസ്റ്റന്റ് രജിസ്ട്രാറുടെ അംഗീകാരത്തോടെ മാത്രം ചെയ്യേണ്ടതും XZ\pkcWw ap³ IqÀ bm{Xm]cn]mSnbnÂ amäw hcp¯n AwKoImcw വാങ്ങേണ്ടതുമാണ്.

3. apIfnÂ {]Xn]mZn¨n«pff Imcy§fpsS ASnkYm\¯nÂ bm{Xm]cn]mSnbnÂ \n¶pw hyXnNen¨ B Unän\ kzta[bm kwL§Ä sXcs ª Sp¡pIbpw B bXn\ AknkIäâ cPnk{SmdpsS AwKoImcw hm§mXncn¡pIbpw sN¿p¶ {]hWX Hgnhm¡Wsa¶ _Ôs¸« കീഴുദ്യോഗസ്ഥൻമാർക്ക് നിർദ്ദേശം നൽകേണ്ടതും, ആയവ പാലിക്കുന്നുണ്ടെന്ന് ബന്ധപ്പെട്ടവർ ഉറപ്പു വരുത്തേണ്ടതുമാണ്. ഇതിന് വിരുദ്ധമായി പ്രവർത്തിക്കുന്ന ആഡിറ്ററൻമാരുടെ പേരിൽ കർശനമായ നടപടി സ്വീകരിക്കേണ്ടതാണ്.

ഈ സർക്കുലർ കൈപ്പറ്റിയ വിവരം അറിയിക്കേണ്ടതാണ്.

hn. F k. sk´nÂ
k IIcW kwLw cPnk{SmÀ

\¼À F.Un.FÂ.(2) 41651/97. k IIcW kwLw cPnk{ämÀ B^okv, Xncph\´]pcw, 30þ12þ1997

kÀ¡peÀ \¼À 36/97

hnjbw: **k IIcWhIp¸þB UnäþkIIcW kYm]\§fnse kaIme\ B UnäÀamÀ ImPÀ]pkIXIw kq£n¡Wsa¶ \nÀt±iw]men¡p¶Xp kw_Ôn¨.**

kqN\: **1. 8þ11þ1978 se 51/78þmw \¼À kÀ¡peÀ**

2. 15þ3þ1983 se 16/83þmw \¼À kÀ¡peÀ

3. 1þ6þ1996se 19/86þmw \¼À kÀ¡peÀ

k IIcW kYm]\¯nse B UnädmbnsI.F k.BÀ. (]mÀ«þ1) 156þmw dqÄ A\pkcn¨ krjSn¨ncn¡p¶ XkXnIIfnÂ I¬Idâ B Unädmbn \nban¡s¸«ncp¶ B UnäÀamÀ (FÃm t{KUnepapff hÀ) ImPÀ]pkXIw _Ôs¸« kYm]\§fnÂ kzbw kq£n¡p¶Xp kw_Ôn¨pw, ap³IqÀ]cn]mSn A\pkcn¨Sn kYm]\§fnÂ apS§msX ImPcmIp¶X kw_Ôn¨pw, \nb{´tWmtZymKkY³amÀ C¯cw kIIcW kYm]\§Ä kµÀi n¡pt¼mÄ Sn kÀ¡pedpIfnse \nÀt±iw AXmX kwL¯nse ആഡിറ്റർമാർ കൃത്യമായി പാലിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തുന്നതു സംബന്ധിച്ചും kqN\bnÂ]cmaÀin¨n«pff 1, 2 F¶o kÀ¡pedpIfnÂ IqSn \nÀt±iw

k l IcW kÀ ¡ peÀ kam I mcw

\Â Inbncp¶p. {] kXpX \nÀt±i §Ä bYmhn[n]men¡ s¸Sp¶nÃmsb¶ {i ² bnÂs¸«Xns\ ¯ pSÀ¶ C¡mcy¯nÂ Bhiyamb \nÀt±i §Ä ഉൾക്കൊള്ളിച്ചുകൊണ്ട് മൂന്നാമതായി പരാമർശിക്കപ്പെടുന്ന സർക്കുലർ പുറപ്പെടുവിക്കുകയുണ്ടായി. എന്നാൽ പല സമകാലീന ആഡിറ്റർമാരും ടി kÀ ¡ pedp I fnÂ AS§nbncn¡ p¶ \nÀt±i §Ä IrXyambn]men¡ p¶nÃmsb¶pw, ap³ IqÀ]cn]mSn A\pkcn¨ kYm] \ §fnÂ ആഡിറ്റിന് കൃത്യമായി ഹാജരാകുന്നില്ലായെന്നും വീണ്ടും ഈ ആഫീസിന്റെ {i ² bnÂ s]«ncn¡ pI bmW. \nb{´ tWmtZymK kY³amÀ ¡ p \Â Inbncp¶ \nÀt± i §fpw]men¡ p¶XnÂ hogN ImWp¶p. Cu k l Ncy¯nÂ Xmsg¸dbp¶ \nÀt±i §Ä k l IcW h Ip¸nse B Unä hn`mK¯nse _ Ôs¸«DtZymK kY³amÀ IÀi\ambn]men¡ Wsa¶ CXn\mÂ Hcn¡ Â IqSn \nÀt±in¡ p¶p.

(F) 8þ11þ1978þse 51/78þmw \¼À kÀ ¡ pednÂ \nÀt±in¡ s¸«Xpt]mse FÃm t{KU1ലുമുള്ള സമകാലീന ആഡിറ്റർമാരും അവർക്കുവേണ്ടി am{Xambn«pff ImPÀ]pkXIw _Ôs¸« kYm] \ §fnÂ kzbw kq£n¡ Ww. kaImeo\ B Unäsd k Imbn¡ p¶Xnte¡ AUoj WÂ B UnäÀamÀ Dff] £w AhÀ ¡ pw Cu ImPÀ]pkXIw _m[IamW. {Kq¸pI fnepff kaImeo\ B UnäÀamÀ Hmtcm kYm] \ ¯nepw C{] Imcw ഹാജർ പുസ്തകം സൂക്ഷിക്കേണ്ടതാണ്. പരിശോധനക്കു വരുന്ന DtZymK kY³amÀ ¡ CX e`yamI¯ ¡ h®w cPnkäÀ B UnäÀamcpsS മേശപ്പുറത്ത് വച്ചിരിക്കേണ്ടതാണ്.

(_n) kaImeo\ B UnäÀamÀ AhcpsS Hmtcm amkt¯ bpw AwKoIcn¡ s¸« ap³ IqÀ B Unäp]cn]mSnbpsS Hcp] IÀ¸ _Ôs¸« kYm] \ ¯n\/ kYm] \ §Ä ¡ ap³ IqÀ \Â Inbncn¡ Ww. H¶ne[nIw kYm] \ §Ä Dff {Kq¸pIfpsS kaImeo\ B UnäÀamÀ Hmtcm amkt¯ bpw AwKoIcn¡ s¸« B Unä]cn]mSnbpsS Hmtcm {]Xn _Ôs¸« FÃm kYm] \ §Ä ¡ pw ap³ Iqdmbn \Â Inbncn¡ Ww. kaImeo\ B UnäÀ {Kq¸nepff GsX¦nepw ഒരു സ്ഥാപനത്തിൽ ആഡിറ്റിനു വേണ്ടി ഒരു മാസം സന്ദർശിക്കുവാൻ Dt±in¡ p¶nÃmsb¦nÂ t]mepw, B amks¯ B UnädpsS ap³ IqÀ]cn]mSnbpsS] IÀ¸ B kYm] \ ¯n\p \Â Inbncn¡ Ww.

(kn) AwKoIcn¡ s¸« ap³ IqÀ]cn]mSn {] Imcw Hcp amk¯nse Hmtcm {] hÀ¯nZnh k hpw FhnsSbmtWm t{]m{Kmw sNbXncn¡ p¶X B kYe¯ kYm] \ ¯nsâ {] hÀ¯n kabwapgph³ kaImeo\ B UnäÀ IÀi\ambpw ഉണ്ടായിരിക്കണം. അംഗീകരിക്കപ്പെട്ട മുൻകൂർ പരിപാടിയിൽ വ്യതിയാനം Bhiyapff] £w BbXn\ t{]m{Kmw AwKoIcn¨ \nb{´ W DtZymK kY\nÂ \n¶pw ap³ IqÀ A\paXn t\Snbncn¡ Ww.

B UnäÀamcpsS B kYm\hpw ImPcpw

(Un) C{] Imcw ഹാജർ പുസ്തകങ്ങൾ സൂക്ഷിച്ചിട്ടുണ്ടെന്നും മുൻകൂർ പരിപാടിയുടെ പകർപ്പ് സ്ഥാപനത്തിന്/ സ്ഥാപനങ്ങൾക്ക് നൽകുന്നുണ്ട് എന്നും FÃm kaImeo\ B UnäÀamcnÂ \n¶pw Hcp kÀ«n^n¡ä PnÃm B Unä ഡെപ്യൂട്ടി രജിസ്ട്രാർ വാങ്ങി സൂക്ഷിക്കേണ്ടതും, മുൻകൂർ പരിപാടിയുടെ പകർപ്പ് സ്ഥാപനത്തിന്/ സ്ഥാപനങ്ങൾക്ക് നൽകുന്നുണ്ടെന്നും സമകാലീന ആഡിറ്റർമാർ ആഡിറ്റിനു കൃത്യമായി ഹാജരാകുന്നുണ്ടെന്നും ഉള്ള ഒരു സർട്ടിഫിക്കറ്റ് ജില്ലാ B Unä sU]yq«n cPnk{SmÀamÀ k I IcW kwLw cPnk{SmÀ¡ Hmtcm മാസവും നൽകേണ്ടതുമാണ്. പ്രതിമാസ ആഡിറ്റ് പുരോഗതി റിപ്പോർട്ടിനോടൊപ്പം Cu kÀ«n^n¡ä IÀi\ambpw kaÀ¸n¨ncn¡Ww.

k I IcW kwLw cPnk{SmdpsS t\cn«pff \nb{´W¯nÂ IognÂ hcp¶ kaImeo\ B UnäÀamÀ (FÃm t{KUnepapffhÀ) {]Xnamk Un.H \tdäohidnt¸mÀ«nt\msSm¸wSn kÀ«n^n¡ä kaÀ¸n¨ncn¡Ww. AUojWÂ ആഡിറ്റർമാരെ സംബന്ധിച്ച് ടി നിർദ്ദേശങ്ങൾ അവർ പാലിക്കുന്നുണ്ടെന്ന് മുഖ്യ ആഡിറ്റർമാർ ഉറപ്പു വരുത്തേണ്ടതും, സർട്ടിഫിക്കറ്റിൽ ആ വിവരം ഉൾക്കൊള്ളിക്കേണ്ടതുമാണ്.

(C) B Unä sU]yq«n cPnk{SmÀamcpw, B Unä AknkäâcPnk{SmÀamcpw HutZymKnI IrXy\nÀÆIW¯n\mbn kYm]\§Ä kµÀin¡pt¼mÄ, CXc മാർഗ്ഗങ്ങളിൽ കൂടിയും ടി നിർദ്ദേശങ്ങൾ കൃത്യമായി പാലിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതും, വീഴ്ച വരുത്തുന്നവരുടെ പേരിൽ കർശന നടപടികൾ കൈക്കൊള്ളേണ്ടതുമാണ്.

Cu kÀ¡peÀ{] Imcapff \nÀt±i§Ä 1þ1þ1998 apXÂ \nÀ_Ôambpw പ്രാബല്യത്തിൽ വരുത്തേണ്ടതാണ്. ടി നിർദ്ദേശങ്ങൾ പാലിക്കുന്നതിലുണ്ടാകുന്ന hogN KpcpXcamb IrXyhntem]ambn IW¡m¡n Bhiyamb taÂ \S]Sn kzoIcn¡p¶XmW F¶ hnhcw _Ôs¸« FÃm t]scbpw H¶pIqSn HmÀ½n¸n¡p¶p.

Cu kÀ¡peÀ ssI¸änb hnhcw tcJmaqew Cu B^oknÂ അറിയിക്കേണ്ടതാണ്.

joem tXmak, sF. F. Fk.
k I IcWkwLw cPnk{SmÀ

No.ADL (2)-10275/75. Office of the Registrar of Co-operative Societies
Trivandrum, 19th March 1975

CIRCULAR No. 19/75

Sub: **Audit-Checking of Accounts of Co-operative Institutions by the auditors dated initials to be put in token having checked-Instructions issued.**

I According to the accepted principles and conventions of audit, the auditors have to follow certain procedures in checking the accounts of societies and putting their initials in token of having checked them on a particular day They are broadly as follows:-

(1) As soon as a counterfoil of a receipt is checked it should be cancelled with the dated initials of the auditor.

(2) Similarly, the vouchers checked should also be cancelled then and there with the initials of the auditor with date.

(3) On the reverse side of the last receipt and voucher checked on a particular day, the auditor should make an entry that "checked vouchers (receipts) from Sl.No………..to Sl.No………" and attest it with initials, date and designation.

(4) In the case of Registers checked, the auditor should put his dated initial beneath the last entry checked on that day.

(5) Where there is separate columns in the Registers for the initials of the auditor, the same should be filled up wherever necessary with the dated initials.

(6) On completion of audit, the auditor should make an entry in the Cash Book "Checked for final audit for the year……..." and put his full signature with date, name and designation. The Auditor should also certify the closing balance as on the last day of June of the year under audit.

II. The procedure now followed by auditors is not uniform in one respect or other. All the Deputy Registrars (Audit) and Assistant Registrars (Audit) are therefore informed that the procedure given above is strictly followed by all auditors in future.

III. The Deputy Registrars (Audit) and Assistant Registrars (Audit) should

test check the diaries of auditors with the records of the societies concerned and see whether the date of checking furnished in the diaries agree with the dates of his initials in the records.

T. N. Jayachandran
Registrar of Co-operative Societies

No.ADL (i) 49659/81. Office of the Registrar of Co-operative Societies
Trivandrum, 17-11-1981

CIRCULAR No.51/81

Sub: **Calculation of Annual Demand.**

Ref: **Letter No. ACD (T) No. Insp. 2324/E Gen. 81/82 dated 3-11-1981 from the Reserve Bank of India, Agricultural Credit Department, Trivandrum.**

It is observed that the District Co-operative Banks are adopting different methods for computation of the total demand. In this circumstance, the following instructions are issued to all the District Co-operative Banks for strict compliance.

The total demand for the year shall be (i) the arrears at the beginning of the year plus (2) demand arising during the year.

E. V. Radhakrishnan
Additional Registrar of Co-operative Societies (Audit)

No.ADL (2) 56467/81. Office of the Registrar of Co-operative Societies
Trivandrum, 27-11-81

CIRCULAR No. 54/81

Sub: **Audit-Preparation of audit programme instruction issued.**

It is noted that audit programmes are being prepared monthly or quarterly. This procedures shall be stopped forthwith. Audit programmes shall be drawn up, whether for unit Auditor or Concurrent Auditor, for the work proposed to be done by him during a co-operative year. Wherever such programmes are not yet been drawn up, it shall be done immediately for the remaining part of the current co-operative year or till the completion of audit for 80-81 of the unit or the group concerned whichever is earlier. Programmes shall be prepared with

utmost care and realistic assessment of the work involved. The number of days taken for the audit of a particular society during the previous year may give an indication of the number of days required for the next year's audit. But this is not conclusive. The Assistant Registrar himself should visit the societies and assess the volume of work involved for the auditor. It may not be possible to visit all the societies immediately before the programme is drawn up. The Assistant Registrar can visit the societies even after the audit programme is approved and make such alterations in the programme as are found necessary.

Preparation of Programme for Unit Auditors.

The Programme of Unit Auditors shall be drawn up bearing in mind the following points:

1. Almost all the units are heavily in arrears. The objective before us shall be that the audit shall be brought up to date with in a period of 2 years. In respect of most of the Units, the audits for one year of all the societies included in the Unit can be done with a period of 6 to 9 months.
2. Where there are specific instructions for early completion of audit of a particular society or for a class of societies for the purpose of assessing their eligibility for financial assistance or for detecting suspected fraud etc. such societies shall be taken up for audit earlier.
3. Preference shall be given to societies those audit are lagging behind. Normally, the audit for 79-80 shall be taken up only after the audit for earlier years of the societies in the unit are completed. But, in respect of small societies, where audit for a year can be done with in a short period, say 5 or 6 days, all the pending audits of a society can be taken up at one continuous sitting.
4. The auditor shall complete the audit of accounts for one year in a society before moving to the next society.
5. All the small societies or all the big societies shall not be programmed for audit for the last months of the year. Programmes shall be so made that large and small societies are intermingled.
6. Deviation from the programme shall be made only with the prior approval of the Assistant Registrar.

Audit Programmes of Concurrent Auditors.

Normally, the audit of all the societies in a group for one year shall be completed within 10 months. Where the audit is in arrears, this period shall be

further reduced to that the audit can be brought concurrent with in a period of 2 years. The time required for each society shall be fixed with reference to the above mentioned over all limit. The work of the auditor shall be so organised that he can finish it with in the allotted time. The auditor should find time to take a close look in to the business and management aspects of the institution, such as planning and diversification of functions, efficient and profitable utilisation of funds, cost of borrowings , production, marketing or service, overhead expenses and their relations to the business requirements etc. besides examining whether the Act, Rules bye-laws and instruction of the Registrar are infringed.

Where the audit is in arrears, the audit of one society for a whole year should be done at a continuous sitting with marginal deviations wherever absolutely necessary. Societies , whose audits are in arrears shall be taken up earlier unless there are compelling reasons to do otherwise.

Where audit is current, i.e. where the audit for 80-81 alone is pending in respect of all the societies included in the group, the programme can be made for doing audits for quarterly periods or for half-yearly periods. Audit for a quarter or for a half-year includes examination of all books and accounts, preparation of receipt and disbursement statement and the summarising of defects. These shall be submitted to the Assistant Registrar before the auditor proceeds to the next society.

If the post happens to fall vacant for a considerable length of time say, not less than a month, the programme for the vacant period may be skipped and placed last. However it shall be ensured that no society is left half one or that the audit of a particular society which attracts priority considerations is not postponed.

The Deputy Registrar (Audit) shall attend the monthly Conference of the auditors being held in each taluk. To enable him to do this, the conference in the Taluk shall be so arranged that the conference in one taluk shall be set on the 3rd working day of every month, that of another taluk, on the 4th working day, and so on. The work of each auditor shall be critically reviewed with reference to the programme and achievements. Short falls if any, shall be fully explained. Please of unexpected volume of work or bad nature of accounts etc. shall not be accepted without personal verification by the Assistant Registrar or the Deputy Registrar. The Deputy Registrar shall record his opinion as to the work turned out by each auditor in categorical terms. A copy of the review shall be sent to this office every month along with his D.O. narrative report. The opinions recorded by him each month against the Auditors shall be looked into when the Annual Confidential Reports are being prepared.

Sd/-

Additional Registrar (Audit)

k l IcW kÀ¡peÀ kam\mcw

No.ADL (1) 5096/82. Office of the Registrar of Co-operative Societies
Trivandrum, 11-2-1982

CIRCULAR No. 5/82

Sub: **Calculation of annual demand by Central Co-operative Banks Regarding.**

Ref: **1. Letter No. ACD (T) No. Insp./3480E (Gen.)-81/2 dated 27-1-1982 of Reserve Bank of India, Trivandrum.**

2. Circular No.51/81 in file No.ADL (1) 49659/81 dated 17-11-1981.

It is observed that some of the District Co-operative Banks are including advance collections against the demand falling due during the next year also while calculating the demand for the year.

It is, therefore, directed that all District Co-operative Banks should invariably exclude the advance collection pertaining to the demand for the ensuring year while calculating the actual demand for the current year.

E. V. Radhakrishnan
Additional Registrar of Co-operative Societies (Audit)

\w]À F.Un.FÂ.1. 28922/87 k l IcW kwLwcPn k{SmÀ B^o k,
Xncph\´]pcw, 5þ6þ1987

kÀ¡peÀ \¼À 24/87

hnjbw: **B Unäþt Icf t Im Hm¸tdäoh Fwt¹mbok shÂs^bÀ ഫണ്ട്–കണക്കുകൾ ആഡിറ്റു ചെയ്യുന്നതു സംബന്ധിച്ച്.**

kqN\: **കേരള കോ ഓപ്പറേറ്റീവ് എംപ്ലോയീസ് വെൽഫെയർ ഫണ്ട് sk{I«dnbpsS 19þ5þ1987se U»nbq. F^.28411/87 \¼À I¯.**

tIcf kwkYm\s¯ k l IcW kYm]\§fnse Poh\¡mcpsS D¶a\w e£yam¡n cq]oIrXambn«pff tIcf tIm Hm¸tdäoh shÂs^bÀ ഫണ്ടിന്റെ പുതുക്കിയ ചട്ടങ്ങൾ 30–9–1986 ലെ കേരള സർക്കാർ ഉത്തരവ് (ജി.ഒ.ആർ.റ്റി 383/86/കോ.ഓപ്.) അനുസരിച്ചു പുറപ്പെടുവിച്ചിട്ടുണ്ട്. സഹകരണസംഘം cPn k{SmdpsS `cW \nb{´W¯nÂ hcp¶ FÃm kYm]\§Ä¡pw AXnse Poh\¡mÀ¡pw Sn N«w _m[Iambncn¡p¶ XmsW ¶pw 1þ4þ1986 apXemW Cu N«w{]m_ey¯nÂ h¶n«pffsX¶pw sk{I«dn Adnbn¡p¶p. CX\pkcn¨

B Unäp \S]Sn{Iaw

kwkYm\ ¯pff kl IcWkwLw cPn k{SmdpsS `cW \nb{´W ¯nepff സഹകരണ സ്ഥാപനങ്ങളിലെ എല്ലാ ജീവനക്കാർക്കും ഫണ്ടിൽ tNcmhp¶ XmsW ¶ വ്യക്തമാക്കിയിട്ടുണ്ട്. 1–4–1986 നു മുൻപായി സർവീസിൽ പ്രവേശിക്കപ്പെട്ടിട്ടുള്ള ജീവനക്കാർ ഈ ഫണ്ടിൽ ചേരുന്നതിനുള്ള ഓപ്ഷൻ 1–4–1986 മുതൽ നൽകേണ്ടതും അന്നേ തീയതി മുതൽ അവരുടെ വിഹിതം അടക്കേണ്ടതുമാണ്. 1–4–1986 നു ശേഷം kÀhokn Â {]thin¡p¶ hÀ {]thi\ XobXn apXÂ Hcp hÀj ¯n\Iw Hm]j³ \ÂIWsa¶pamW hyhkY. ¢mÀ¡ XkXnI bpw AXn\p apI fnepff XkXnI fnÂ Dffhcpamb Pph\¡mÀ {]Xnamkw Ggp cq]bpw ¢mÀ¡ XkXnI¡ Xmsgbpff hÀ {]Xnamkw A©p cq]bpw hoXw Poh\¡mcpsS വിഹിതം അടക്കേണ്ടതാണെന്നും നിർദ്ദേശിക്കപ്പെട്ടിരിക്കുന്നു. ജീവനക്കാരുടെ hnlnX ¯nsâ 50% hcp¶ XpI sXmgnepSa F¶ \nebnÂ kYm]\¯nÂ \n¶pw അടക്കേണ്ടതാണ്. ഫണ്ടിലേയ്ക്കുള്ള ജീവനക്കാരുടെ വിഹിതവും തൊഴിലുടമയുടെ hnlnXhpw tNÀ¯ AXXp PnÃm kl IcW _m¦pI fnÂ CXnte¡mbn ഫണ്ടിന്റെ പേരിൽ ആരംഭിച്ചിട്ടുള്ള അക്കൗണ്ടുകളിൽ നിക്ഷേപിക്കണമെന്നു നിഷ്ക്കർഷിച്ചിട്ടുണ്ട്. സംഘം ജീവനക്കാരുടെ ശമ്പളത്തിൽ നിന്നും പ്രതിമാസം CuSm¡p¶ XpIsb kw_Ôn¨pw kYm]\¯nsâ hnlnXs¯ kw_Ôn¨pw ഉള്ള കണക്കുകൾ സ്ഥാപനത്തിന്റെ കണക്കിൽ ഉൾപ്പെടുത്തിയിരിക്കേണ്ടതും ആയത് പരിശോധനാവിധേയമാക്കേണ്ടതുമാണ്. ഇതിലേക്ക് ചട്ടത്തിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള തരത്തിലുള്ള രജിസ്റ്റർ ഓരോ സ്ഥാപനത്തിലും എഴുതി സൂക്ഷിക്കേണ്ടതും വർഷാവസാനം അവ അനുരഞ്ജനപ്പെടുത്തേണ്ടതുമാണ്.

tlcf tlm Hm¸റേറ്റീവ് എംപ്ലോയീസ് വെൽഫെയർ ഫണ്ടിന്റെ ആഡിറ്റ് സഹകരണ വകുപ്പ് തന്നെയാണ് നിർവഹിക്കേണ്ടതെന്ന് ഫണ്ടിന്റെ ചട്ടത്തിൽ വ്യക്തമാക്കിയിട്ടുണ്ട്. ആയതിനാൽ സഹകരണ സ്ഥാപനങ്ങളുടെ വാർഷിക കണക്കുകൾ ആഡിറ്റു ചെയ്യുമ്പോൾ ഫണ്ട് കണക്കുകൾ കൂടി ആഡിറ്റു ചെയ്ത് ആഡിറ്റ് റിപ്പോർട്ടിൽ ഉൾപ്പെടുത്തുവാൻ ആഡിറ്റർമാർക്ക് നിർദ്ദേശം നൽകേണ്ടതാണ്. Hmtcm hÀjt¯bpw IW¡pIÄ AXmXp hÀjs¯ B Unänt\msSm¸wXs¶ പരിശോധിക്കേണ്ടതും ജീവനക്കാരുടെ പ്രോവിഡന്റ് ഫണ്ട് കണക്കുകൾ എന്ന പോലെത്തന്നെ വെൽഫെയർ ഫണ്ട് കണക്കുകളും സാക്ഷ്യപ്പെടുത്തേണ്ടതുമാണ്.

sI. hn. \¼ymÀ
kl IcW kwLw cPn k{SmÀ

No.ADL.(2) 38442/87. Office of the Registrar of Co-operative Societies
Trivandrum, 29-9-87

CIRCULAR No. 46/87

Sub: **Audit-Audit of Rubber Marketing Co-op: Societies-Running Crumb Rubber Factories checking of accounts relating to purchase of scrap rubber and its procuring-instructions-issued.**

k l IcW kÀ¡peÀ kam I mcw

It has come to the notice of this office that the Auditors of Cooperative Rubber Marketing Societies running crumb rubber factories are making comments in the defects regarding deficit in product on without proper notification of the relevant registers. If the societies are purchasing scrap rubber of different grades of which the water content may vary from grade to grade, value of the scrap rubber is fixed on the basis of the Dry Rubber Content in the scrap rubber. Estimation of the production deficit on the basis of the quantity of scrap rubber purchased alone will not be proper. Therefore the auditors of Rubber Marketing Cooperative Societies are hereby directed that they should check carefully all the special registers kept in the purchasing centres with reference to the purchase of scrap rubber and its Dry Rubber Content before finalising the audit.

J. Christopher
Additional Registrar of Co-operative Societies (Audit)

No.ADL (2) 4622/89. Office of the Registrar of Co-operative Societies
Trivandrum, 18-2-1989

CIRCULAR No. 11/89

Sub: **Audit-Simplification of Audit procedure-guidelines-issued.**

In the conference of Department Officers held on 25-6-1988 and 28-6-1988 the question of arrears in audit came up for discussion. It was suggested that simplification of Audit procedure would be a remedy to ease the situation. Accordingly a committee was constituted vide Registrar's proceedings ADL (2) 37721/88 dated, 16-7-1988 for making suggestions for simplification of audit procedure. The Committee submitted its report containing certain recommendations. The report was studied and in the light of those recommendations the following guidelines are issued.

1. During the course of audit of a Co-op. Society if the Auditor finds that the balances in the statements for shares, loans and deposits including chitty deposits (both debtor and creditor) actually agree with the personal ledger balances and their total agree with the balances in the general ledger cross checking of entries in the Day Book with personal ledger/chitty Day book with Chitty parade may be avoided by resorting to random checking only. However such random checking should cover at least 3 month's period. In such cases the Auditor should obtain a certificate from the Chief Executive of the Society or from the head of the Internal Auditors (if the system of internal audit has been introduced) to the effect that the entire entries in the concerned ledgers have

been checked and found that the balances in the ledgers are correct and that the balances in the schedules, agree with the ledger balances.

2. In the case of consumer societies where a satisfactory Double compartmental system subjected to effective internal audit is followed and where quarterly stock verification is done systematically, the Auditor need not check all the sales bills. The Auditor can limit his work to test check and checking sales totals in the sales Abstract Register with Day Book and Liability Register. But the entries regarding transfer of goods from godown or otherwise at resale value should be checked completely.

3. In school stores and societies having A.R.Ds etc. which sell goods / articles on fixed rates of commission, if the gross income received on account of fixed rate of commission agrees with the eligible commission the accounts relating to stock and sales may be test checked.

4. In cases of major irregularities noticed while resorting to any of the above methods, the Auditors shall check all accounts thoroughly.

5. Test audit whenever done should be done in the presence of the Auditor who did it.

6. The Assistant Registrars (Audit) have to assess in advance the exact volume of work in each of the societies in their circles and prepare Audit Programmes in such a manner that the audits of societies having very little transactions (like school stores, dormant societies. Etc.) and those having large volume of business are included in the programme of each month wherever possible. The present practice of completing the audits of societies having low volume of business first in preference to societies having fairly good volume of business should be stopped. The Audit Programmes should be got chalked out by the Assistant Registrars/Deputy Registrars (Audit) based on the norms fixed by the Registrar and audits done by the Auditors should be watched very closely. The norms fixed basically for determining the man days required for the completion of audit by each type of societies are shown in the enclosure attached.

The Deputy Registrars (Audit) and Assistant Registrars (Audit) will adhere to the guidelines contained in the Circular with immediate effect and attain substantial progress in the clearance of arrears of audit.

P. Prabakaran
Registrar of Co-operative Societies

k l IcW kÀ¡peÀ kam I mcw

No.ADL (1) 4601/93 Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 3-2-1993

CIRCULAR No. 32/93

Sub: **Issue of audit certificate Mandatory Provision in the Rules.**

Ref: **Registrar's circular No. 58/70 dt. 7-10-70 (ADL (1) 39415/70)**

During the review of the progress of audit in one District, it has come to the notice, of the undersigned, that instances of inordinate delay in issuing audit certificates to the societies concerned, for some reason or other are experienced,…………….................Rule 64 (6) of the KCS Rules, 1969, requires that, within six months of the date of audit the Registrar shall grant to the concerned society an audit certificate, duly signed by him.

Instructions, had already been issued to all concerned as per the circular cited, to strictly adhere to the time limit prescribed under Rules, for issuing the audit certificate. There are also indications that the officers, empowered with the approval and issue of audit certificate are not strictly adhering to the time limit, causing hardship to the societies, which avail themselves cash credit/ financial assistance from the financing agencies, which require the production of up to date, audited financial statements, to them. The noncompliance of the provisions in regard to the issue of audit certificate by the officers, is viewed seriously. They are therefore directed to strictly adhere to the time limit stipulated in rule 64 (6) of the KCS Rules for the issue of audit certificate. The controlling officers are also instructed to review long pending instances of this nature, during the monthly review meeting and to take appropriate action against the defaulters. They are also instructed to initiate disciplinary action, within their competence against these Auditors, who wilfully make default in submitting the audit certificate/notes under rectification within the time limit prescribed for the purpose. Warranting action by them, this office should be referred without laps of time for further action.

V. S. Senthil
Registrar of Co-operative Societies

No.ADL (2) 69025/84 Office of the Registrar of Co-operative Societies, Trivandrum, 3-12-1985

CIRCULAR No. 38/85

Sub: **Audit-Audit of Primary Urban Co-op. Banks-improvement of quality-conducting of test audits-instructions issued.**

Ref: **This office circular No.37/85 dt. 2-11-1985**

Attention of all Deputy Registrars (Audit) and Assistant Registrars (Audit) is invited to this office circular cited as per which revised standards/ norms for audit classification of Primary Urban Co-operative Banks (Salary Earners Co-operative Societies) have been prescribed. In order to improve the quality of audit of these institutions the Deputy Registrars are instructed that Audit report of the Co-operative Urban Banks coming under the purview of Banking Regulations Act (as applicable to Co-operative Societies) shall be approved only after having a test Audit by the concerned Deputy Registrar.

K. N. Surendran
Additional Registrar of Co-operative Societies (Audit)

\¼À F.Un.FÂ.(2) 17471/91 k l IcW kwLwcPn k{SmÀ B^o k, Xncph\´]pcw, 25þ1þ1993

kÀ ¡ peÀ \¼À 29/93

hnjbw: **k l IcW hIp¸þB Unäþ B Unä dnt¸mÀ«pIÄ AwKoIcn¨ kÀ«n^n¡ä \ÂIp¶Xnse ImeXmakw Hgnhm¡p¶Xþ \nÀt±i §Ä]pds¸Sphn¡p¶X kw_Ôn¨.**

kqN\: 1. **10þ4þ67 se 13/69þmw \¼À kÀ¡peÀ.**

2. **7þ10þ60 se 58/70þmw \¼À kÀ¡peÀ.**

3. **21þ3þ75 se 21/75þmw \¼À kÀ¡peÀ.**

4. **26þ3þ91 se hn (1) 49334/90þmw \¼À A\utZymKnI Ipdn¸.**

tIcf k l IcW N«w 64 (6) B Unä]qÀ¯nbm¡nb XobXn apXÂ 6 amk ¯n\Iw B Unä \S¯nb hÀjs¯ B Unä kÀ«n^n¡ä _Ôs¸« സ്ഥാപനത്തിനു നൽകിയിരിക്കേണ്ടതാണെന്ന് വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. എന്നാൽ

k I IcW kÀ ¡ peÀ kam I mcw

] et¸mgpw C ¡ mcy¯ nÂ hogN hcp¯ p¶ Xmbn {i ² bnÂs¸«ncn ¡ p¶ p. B UnäÀamÀ dnt¸mÀ«p k aÀ¸ n ¡ p¶ X, dnt¸mÀ«p AwKo I cn¨ kÀ«n^n ¡ ä \Â I p¶ X F ¶ nh bnse I meXmakw Hgnhm ¡ p¶ Xnte ¡ hnhn[ഘടകങ്ങളിലുള്ള സമയ പരിധി നിർണ്ണയിക്കപ്പെട്ടുകൊണ്ടുള്ള സൂചന 1 മുതൽ 3 hscbpff kÀ ¡ pedpI fneqsS \Â Is¸«n«pff \nÀt±i § Ä ¡ hncp² ambn«mW an ¡ PnÃI fnsebpw Ct¸mgs¯ {] hÀ¯ \w F ¶ p a\ Êne m ¡ p¶ p. A]qÀ®ambn dnt¸mÀ«p k aÀ¸ n ¡ pI, dnt¸mÀ«p k aÀ¸ n ¡ p¶ Xn\pff k ab] cn[n]men ¡ msX am k mcw`¯ ntem am k mh k m\ ¯ nsem tNcp¶ k t½f \ ¯ nÂ] s¦ Sp ¡ pt¼mÄ dnt¸mÀ«p I Ä H¶ n¨ kaÀ¸ n ¡ p I, bYm k abw] cnt i m[\/\yq\X] cn I cWw F ¶ nh \S¯ n dnt¸mÀ«p k aÀ¸ n ¡ mXncn ¡ pI F ¶ nh B Unä dnt¸mÀ«p I Ä s I «n ¡ nS ¡ p¶ Xn\pw X ³ aqew kÀ«n^n ¡ ä \Â I p¶ XnÂ hfsctbsd I meXma k w GÀs¸Sp¯ p¶ Xn\pw t I Xphmbn¯ ocp¶ p. I qSpXÂ NpaXem t_m[t¯ mSpw D¯ chmZn¯ t¯ mSpw I qSn i cnbmbn«pff Xpw, hy I Xambpw] qÀ® cq] ¯ nepff Xpamb dnt¸mÀ«p I Ä സമർപ്പിക്കുവാൻ ആഡിറ്റർമാർ വ്യക്തിപരമായി ശ്രദ്ധിക്കേണ്ടതുണ്ട്.] cnt i m[\, \yq\X] cn I cWw F ¶ nh bnse I meXma k w CXneqsS Hgnhm ¡ mhp¶ XmW.

AwKo I cn ¡ s¸« ap³ I qÀ] cn] mSn {] I mcapff k ab] cn[n I gn ª mepSs\ dnt¸mÀ«p k aÀ¸ n ¡ p I, I meXmaksat\y] cnt i m[\/\yq\X] cn I cWw, B h i yapff nS¯ sS k ämUnä F ¶ nh \S¯ p I, bYm k abw dnt¸mÀ«p AwKo I cn¨ kÀ«n^n ¡ ä \Â I p I F ¶ o I mcy § Ä i pj ¡ m´ ntbmsSbpw hogN I qSmsXbpw \S¯ p¶] £ w C ¶ pff I meXma k w Hgnhm ¡ mhp¶ tXbpffq.] c k] cw _Ôs¸« Cu {]{Inb bnÂ hcp¯ p¶ hogN I fmW dnt¸mÀ«p I Ä s I «n ¡ nS ¡ p¶ Xn\pff {] [m\ I mcWw. kÀ ¡ nÄ PnÃmXe taeptZymK k Y ³ amcpsS HutZymKn I I rXy \nÀÆ I W¯ nse t] mcmbabmtb CXns\ ¡ mWm³ I gnbp I bpffq.] et¸mgpw] cnt i m[\, \yq\X] cn I cWw, F ¶ nh hfsc em L hambn«mW ss I I mcyw sNbXp t] mcp¶ X F ¶ p I mWp¶ p. KpcpXcamb \yq\X I Ä മിക്കപ്പോഴും കണ്ടുപിടിക്കപ്പെടാതെയും, പരിഹരിക്കാതെയുമാണ് റിപ്പോർട്ടുകൾ taeptZymK k Y ³ amÀ ¡ AwKo I mc¯ n\mbn kaÀ¸ n ¡ s¸Sp¶ X. CX തീർത്തും ഒഴിവാക്കേണ്ടതാണ്. ആഡിറ്റ് റിപ്പോർട്ടുകൾ അംഗീകരിച്ച് സർട്ടിഫിക്കറ്റ് \Â I p¶ XnÂ C ¶ pff I meXma k w Hgnhm ¡ p¶ Xnte ¡ \nehnepff \nÀt±i § Ä ¡ p] pdta Xmsg] dbp¶ {] I mcw \nÀt±i § Ä] pds¸Sphn í p¶ p.

1. B UnÁÀamÀ D¯ chmZnXzt_m[t¯ msS B h i yamb FÃm വിവരങ്ങളും ഉൾക്കൊള്ളിച്ചുകൊണ്ട് പൂർണ്ണരൂപത്തിലുള്ള ആഡിറ്റ്

B Unäp kÀ«n^n¡äp \Â Ip¶X

റിപ്പോർട്ടുകൾ യഥാസമയം സമർപ്പിക്കേണ്ടതാണ്. ഇക്കാര്യത്തിൽ വീഴ്ച വരുത്തുന്നവരുടെ പേരിൽ കർശന നടപടികൾ കൈക്കൊള്ളേണ്ടതാണ്.

2. ap³ IqÀ]cn]mSn{] ImcwHcp kwL¯nsâ B Unä]qÀ¯nbm¡p¶Xn\pff kab]cn[n Ahkm\n¨mÂ DS³ Xs¶ dnt¸mÀ« AwKoImc¯n\mbn സമർപ്പിക്കേണ്ടതാണ്.

3. B Unä dnt¸mÀ«pIÄ GXp Xe¯nemtWm B Zyambn kaÀ¸n¡p¶X AhnsS\n¶p Xs¶ hniZhpw ka{Khpamb]cntim[\ \S¯n \yq\XIÄ]cnIcn¨Xn\p ti jw AwKoImc¯n\mbn]cnKWn¡m³]mSpffq. CXn\pff {IaoIcWw _Ôs¸« AknkäâcPnk{SmÀ/ ഡെപ്യൂട്ടി രജിസ്ട്രാർ ചെയ്യേണ്ടതാണ്.

4. B Unä dnt¸mÀ«pIÄ AwKoIcn¨ kÀ«n^n¡ä \Â Ip¶Xn\pff kab]cn[n Xmsg tNÀ¡p¶p.

hnhcw	kab]cn[n
F. kÀ¡nfm^okXe¯nÂ AwKoIcn¡s¸Sp¶ B Unä dnt¸mÀ«pIÄ	dnt¸mÀ« kaÀ¸n¨ XobXn apXÂ 21 Znhkw.
_n. sU]yq«n cPnk{SmÀ (B Unä) AwKoIcn¡p¶ dnt¸mÀ«pIÄ (kÀ¡nfm^okapt J\ e`n¡p¶h).	35 Znhk¯n\Iw.
kn. sU]yq«n cPnk{SmÀ (B Unä) AwKoIcn¡p¶hbpwSn B ^oknÂ t\cn« kaÀ¸n¡p¶Xpamb dnt¸mÀ«pIÄ.	30 Znhk¯n\Iw.

(സമയപരിധികൾ കർശനമായും പാലിക്കേണ്ടതും, ഇതിലേക്കാവശ്യമായ എല്ലാ ക്രമീകരണങ്ങളും ഏർപ്പെടുത്തേണ്ടതുമാണ്.)

5. kl IcWkwLwcPnk{Smdm^oknÂ \n¶pw AwKoIcn¨ kÀ«n^n¡ä \Â Ip¶ dnt¸mÀ«pIfpsS Imcy¯nÂ Ah icnbmwh®w]cntim[\, ന്യൂനതാ പരിഹരണം എന്നിവ നടത്തി സമർപ്പിക്കേണ്ടതാണ്.

hn. F k. sk´nÂ
kl IcWkwLw cPnk{SmÀ

A\p_ Ôw 1

......................mw \¼À kÀ¡peÀ {] Imcw \nÀ®bn¡ s¸«n«pff kab]cn[n Ign ª AwKoIcn¡m³ _m¡n \nÂ¡p¶
B Unä dnt¸mÀ«pIfpsS hnhcw

....

Imebfh.....................................

{Ia \¼À.	Øm]\¯nsâ t]cpw B Unäp hÀjhpw	B UnädpsS t]cpw XkXnIbpw	B ^okn Â dnt¸mÀ«p kaÀ¸n¨ XobXn	]cntim[\¡p \ÂInb XobXn	]cntim[\ Ignª Xncns I e`n¨ XobXn	\yq\Xm]cnIcW¯n\p \ÂInb XobXn	\yq\Xm]cnIcWw Ignª kaÀ¸n¨ XobXn	Imem\makw hs¶¡nÂ AXn\pff ImcWw	C¡mcy¯nÂ B Unäp sU]yq«n cPnk{SmdpsS hniZoIcWw
1	2	3	4	5	6	7	8	9	10

sU]yq«n cPnk{SmÀ (B Unä)

.................................PnÃ

B Unäp kÀ«n^n¡äp \ÂIp¶X

\¼À F.Un.FÂ.(2) 24678/99 k I IcW kwLw cPn k{Smdm^okv,
Xncph\´]pcw, 14þ6þ99

kÀ¡peÀ \¼À 24/99

hnjbw: **k I IcW hIp¸þB Unäþ k I IcW kwLw cPnk{SmÀ B^oknÂ \n¶pw Cjyq sN¿p¶ HmUnä kÀ«n^n¡äpIÄ þ \nÀt±i §Ä þ kw_Ôn¨v.**

kqN\: **1. 19þ5þ1973 se 13/73þmw \¼À kÀ¡peÀ**

2. F.Un.FÂ (2)19564/99, 7þ6þ1999

29þ5þ1999\p k I IcW kwLw cPnk{SmdpsS A²y£XbnÂ Xncph\´]pc¯p h¨p \S¶ PnÃm B Unä tPmbnâ cPnk{SmÀamcpsS tIm¬^d³knÂ NÀ¨ sNbXXnsâ ASnkYm\¯nÂ, Xmsg]dbp¶ ImäKdnbnÂs¸« k I IcW kYm]\§fpsS B Unä kÀ«n^n¡ä k I IcW kwLw cPnk{SmÀ B^oknÂ \n¶pw \ÂIp¶XmsW¶p തീരുമാനിക്കുകയുണ്ടായി.

1. FÃm As¸Ik kYm]\§fpsSbpw
2. sU]yq«n cPnk{SmÀ t{KUn\p apIfnepff B UnäÀamÀ {]hÀ¯nsbSp¡p¶ FÃm k I IcW kYm]\§fpsSbpw
3. FÃmsk³{SÂ _m¦pIfpsSbpw
4. FÃm taPÀ doPnbWÂ kYm]\§fpsSbpw
5. ImemIme§fnÂ cPnk{SmÀ \niNbn¡p¶ CXc kYm]\§Ä.

taÂ ImäKdnbnÂs¸Sm¯ kwkYm\s¯ FÃm k I IcW സ്ഥാപനങ്ങളുടെയും ആഡിറ്റ് സർട്ടിഫിക്കറ്റ് ജില്ലാ തലത്തിൽ നൽകേണ്ടതാണ്.

hn.]n. tPmbn
k I IcW kwLw cPnk{SmÀ

No.ADL (3)-21070/66. Office of the Registrar of Co-operative Societies
Thiruvananthapuram. 7th June 1966

CIRCULAR

Sub: **Audit-Conference of Departmental Officers held on the 25th, 26th and 27th April 1966 - Points relating to audit instructions-Regarding.**

Ref: **Endorsement on G2-19101/66.**

The following further instructions are issued to the Deputy Registrars with regard to the decisions made relating to ‘Audit’ (item 15 of the Minutes).

1. Summary of Defects

The Deputy Registrars (Audit) should devote more attention in improving the quality of audit. It should be noted that while preparing the Summary of Defects, the auditors should point out all important and serious defects while at the same time care should be taken to see that all sorts of unnecessary and flimsy objections and making personal attacks against non-official directors are avoided. The Deputy Registrars (Audit) will issue necessary instructions to the Auditors in this regard.

2. Regarding the issue of Audit Certificates by the Assistant Registrars, and the Audit reports to be forwarded to Registrar’s Office, the Deputy Registrars (Audit) should strictly adhere to the instructions issued under item 15 of the Minute of the Conference.

3. Salesman’s Liability Registers

It was pointed out that salesman’s liability Registers are not being maintained in the societies having ration business, and that double compartmental system of accounting is not introduced in such societies. The Deputy Registrars (General) are requested to issue necessary instructions and see that double compartmental system of accounting is introduced for the non-credit business in all such societies. They will also instruct the societies to maintain Salesman’s Liability Registers written up properly and up-to-date.

4. Valuation of Closing Stock.

The valuation of closing stock was also discussed and it was resolved that transporting charges also should be added to the cost price. The Deputy Registrars (General) will issue necessary instructions to the societies concerned to apportion the transporting charges and to add it to the closing stock for purposes of valuation of closing stock.

5. Audit Defects Rectification Register

As resolved in the conference the Deputy Registrars (General) will issue necessary instructions to the societies, to maintain an Audit Defects Rectification Register so that the auditors may point out the defects noted in audit then and there and to see that the defects are brought to the notice of the Board of Directors promptly and that all the unrectified defects are brought to the notice of Deputy Registrars (Audit).

(Sd/-)
For Registrar of Co-operative Societies

No.ADL (2) 27195/75. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 15th November 1975

CIRCULAR No. 102/75

Sub: **Co-operative Department-Audit-Committee Meetings and General Body Meetings in which Audit Reports are discussed-Taking part by the Departmental Officers.**

The Audit Report of an institution is the main record which reveals impartially the financial results of the various activities of that institution for a particular period. It is the responsibility of the Managing Committee/Board of Directors concerned to discuss all aspects of the Report dispassionately in detail and chalk out remedial measures for financial failures and administrative lapses, as pointed out or revealed by the document and present the report to the General Body for discussion. It is therefore the duty of the controlling officers of the Departments to ensure that the Report is discussed in detail in the earliest committee meeting and General Body meeting. It is also considered advisable to insist that one officer each from the department and financing institution should attend the meeting of the Managing Committee/Board of Directors and the General Body in which the audit report is discussed. It is therefore directed that the Additional Registrar of Co-operative Societies, Joint Registrars, Deputy Registrars (General), Assistant Registrars (General) and Administrative Inspectors and also the General Managers of the District Co-operative Bank concerned should attend the meetings as mentioned above and give necessary advice, guidance and clarifications to the members in the course of discussion. Designation of Officers who should attend the meetings of the different categories of societies are furnished below.

	Designation of the Officer	Type of societies whose Managing Committee/General Body meeting the officers should attend
I.	Additional Registrar of Co-operative Societies and Joint Registrars concerned	Apex Co-operative Societies
II.	Deputy Registrars (General)	1. Societies other than Apex Co-operative Societies, the audit certificates of which are issued by the Joint Registrar (Audit). 2. Societies having area of operation covering more than one Co-operative Circle. 3. Societies the audit of which is conducted by single concurrent Auditors.
III.	Assistant Registrars (General) General Manager/Deputy General Manager of District Co-op: Bank.	Societies the audit of which is conducted by group concurrent Auditors
IV.	Administrative Inspectors (Units) General Manager/Deputy General Manager of District Co-operative Bank.	Societies, the audit of which is conducted by unit auditors.

2. In this connection attention is also invited to the provisions contained in subsection (2) of Section 29 and subsection 5 of Section 30 of the Kerala Co-operative Societies Act in which it is stated that the Registrar or any other person deputed by him shall have the right to attend the committee or General Body meeting of any society.

T.N.Jayachandran
Registrar of Co-operative Societies

No.ADL (2) 10701/80 Office of the Registrar of Co-operative Societies
Trivandrum, 11th March 1980

CIRCULAR No. 14/80

Sub: **Co-operative Department-Audit-Summary of Defects furnished by the Auditors-follow up action in the Administrative wing-further instructions-issued.**

\yq\Xm kw{Klw

Ref: **1. Circular instructions issued as per letter No.ADL (3) 21070/66 dated 7-6-66.**

2. Circular No. 27/1968 dated 12-8-1968.

3. Circular No. 1/71 dated 5-5-1971.

4. Circular No. 47/75 dated 3-7-1975.

1. As per the Circular cited as 1st paper above it was instructed that the summary of defects should include all important and serious defects without making personal attack on non-officials. An Audit Defect Rectification Register should be maintained by the societies in which the auditor should point out the defects noted in audit then and there to see that the defects are brought to the notice of the Director Board members and also to see that all the unrectified defects are brought to the notice of the Deputy Registrar (Audit).

2. As per the second Circular among other things the following instructions were issued:

(a) The defects should be properly and carefully analysed and grouped under part A and B. Those defects which can be rectified during the course of audit should be attended to by the Auditor then and there.

(b) Summary of defects should be brief, specific and supported by facts and figures.

(c) General observations, remarks, opinion or interference against office bearers should not be recorded in cash book, minute book or other books. But they can be included in the summary of defects or in special reports. All the serious defects requiring special attention should be sent at once to the higher authorities concerned for prompt action and rectification.

(d) The Deputy Registrar (Audit) will see that all the defects listed out in part A requiring immediate attention are communicated at once to the Deputy Registrar (General) or others concerned. The Deputy Registrar (General) should keep the files pertaining to summary of defects open till the defects are rectified.

3. The third Circular deals with further instructions regarding maintenance of Audit Defect Rectification Register and the first two circulars were referred in this Circular. In the Circular the main contents of the previous circulars are reproduced and the Deputy Registrars (Audit) were directed to instruct the auditors to comply with the circulars and the Deputy Registrars (General) were instructed to see that the audit defects rectification register are kept in the societies by giving direction to the inspectors.

4. The fourth Circular deals with the follow up action of summary of defects. For taking follow up action on the rectification of defects, the Deputy Registrars (General) and Assistant Registrars (General) were instructed to open a Register namely Register of Summary of Defects in their offices with six columns. It was also instructed that the Deputy Registrars (General) will maintain such Register in respect of societies the audit certificates of which are to be issued by the Joint Registrar (Audit) and Deputy Registrars (Audit) and the Assistant Registrars (General) will maintain such a register regarding the societies whose audit certificates are issued by his counterpart in the audit wing.

It was also instructed that the Deputy Registrars and Assistant Registrars should examine the Register periodically and bestow personal attention to all cases pending over six months.

5. In the case of the audit reports issued by the Joint Registrar (Audit) the summary of defects are being forwarded along with the copy of the audit certificate to the heads of the Departments with whom the administrative control of the institution is vested, for necessary follow up action. In spite of all this it has come to the notice of the undersigned that the Register prescribed as per the 4th Circular has not been maintained regularly by the respective officers and the rectification of defects by the societies is not watched properly. Under this circumstances the following instructions are issued.

(1) The Audit Defect Rectification Register referred to in the 4th Circular may be kept in the Registrar's office and offices of the other heads of Departments concerned, by the section where the administrative matters are dealt with in the case of Apex Level co-operative institutions.

(2) The Government officers and other Government nominees in the director Board of all types of societies may peruse the audit defect register kept in the institutions at the time of attending Board meetings and they may even suggest that this item should be included in the Agenda of the meetings so that defects can be rectified and societies can be prevented from repeating such defects.

(3) The implementation of the instructions contained in the Circular No.47/75 by the Deputy Registrar (General) may be reviewed at the O&M inspection by the Inspecting officer.

Babu Jacob

Registrar of Cooperative Societies

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No.ADL (2) 15617/83. Office of the Registrar of Co-operative Societies
Trivandrum, 9-4-1983

CIRCULAR No. 22/83

Sub: **Audit-Audit objections/observation-Summary of defects-rectification of**

Under section 63 of the Kerala Co-operative Societies Act 1969, Registrar shall audit or cause to be audited by a person authorised by him by general or special order in writing in this behalf, the accounts of every society at least once in each year. If the result of the audit held under section 63 disclosed any defects in the working of a society, the Registrar may bring such defects to the notice of the society directing the society to take necessary action to rectify the defects. It is the responsibility of the managing committee/board of directors of the society to discuss all aspects of the audit report dispassionately in detail and chalk out remedial measures for financial failures and administrative lapses as pointed out or revealed by the document and present the report to the General Body for discussion. But it is noted that most of the audit reports are not acted upon as above with the result that the state of affairs of the institutions continued to be the same without any progress and that the defect/irregularities pointed out are repeated every year. To overcome this following instructions are issued to all societies for strict compliance.

1. Soon on receipt of the audit report of the institution, a meeting of the Board of Directors/Managing Committee is to be convened mainly for discussing the audit report and chalking out remedial measures for financial failures and administrative lapses.

2. The report of the Managing Committee/Board of Directors in the matter along with the audit certificate should be presented before the General Body for discussion.

3. In the board meeting/Managing Committee/General Body where the audit report is discussed, an officer each from the department and the financing institution should also be invited, in order to facilitate the Registrar or any other person deputed by him to attend the meeting as per provisions contained in sub-section (2) of Section 29 and Sub-Section 5 of Section 30 of the Kerala Co-operative Societies Act.

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Designation of the officer	Type of the societies where managing committee/General Body meeting the officers should Attend.
1. Addl.Registrar of Co-op: Societies and Joint Registrars Concerned in Registrar's office.	Apex Co-operative Societies
2. Joint Registrars in the Districts.	1. Societies other than apex co-operative Societies the audit certificates of which are Issued by Addl.Registrar of Co-op: Societies (Audit) 2. Societies having area of operation covering more than one Co-operative Circle. 3. Societies the audit of which is conducted by single concurrent auditor.
3. Assistant Registrars (General), General Manager/Deputy General Manager of District Co-op: Bank.	Societies the audit of which is conducted by group concurrent auditors.
4. Unit Inspectors, General Manager/ Deputy General Manager of District Co-operative Bank.	Societies the audit of which is Conducted by unit auditors.

4. The compliance report in having rectified the defects pointed out in the summary of defects should be submitted to concerned Assistant Registrar/Joint Registrar of Co-operative Societies as the case may be within one month For failure to do so the Office bearers/Management of the Institution will be responsible.

K.M.Balakrishnan
Registrar of Co-operative Societies

No.ADL (2) 60855/83. Office of the Registrar of Co-operative Societies
Trivandrum, 14-11-1983

CIRCULAR No. 58/83

Sub: **Co-operative Department-Audit-Summary of Defects and special report submitted by the Auditors-further instructions issued**

Ref**: Circular No. 27/1968, dated 12-8-1968.**

In the reference cited, detailed instructions were issued regarding the guidelines to be adopted while preparing summary of Defects by the Auditors.

Among other things, it was also specially directed that in case any defect is of serious nature requiring special attention, the Auditor should submit a separate and if necessary confidential report in the matter with all details necessary for taking appropriate action. It was further instructed that the Deputy Registrars (Audit) should communicate the same to the administrative wing concerned at once for necessary follow up action. But it is noted that prompt action is not taken in many such cases. In these circumstances the Deputy Registrars (Audit) are directed to send copies of the special reports of the Auditors which contains serious irregularities and which require urgent attention to Registrar of Co-operative Societies and Heads of other administrative department also for necessary follow-up action Administrative section concerned in the office of the Registrar of Co-operative Societies will, on receipt of such reports from the Deputy Registrars (Audit), keep a close watch on the actions being taken by the Joint Registrars on the special reports.

E.V.Radhakrishnan
Additional Registrar of Co-op: Societies, (Audit)

No.ADL (1) 4144/85. Office of the Registrar of Co-operative Societies
Trivandrum, 22-4-1985

CIRCULAR No. 17/85

Sub: **Co-operative Department-Audit-Finalisation of summary of defects-Further instructions issued.**

Ref: **Registrar's Circular No. 65/82 Dated: 26-11-82.**

According to the instructions contained in the Circular cited, the Auditors before finalisation of audit have to arrange to meet the Committee of Management of the Society / Bank and discuss with them the defects noticed and offer their suggestions to improve the affairs and take remedial action. It has come to notice that this procedure is not being followed by many of the Auditors. In order to enable the committees to get their doubts if any cleared and also to avoid future complaints, the Auditors will ensure that the above instructions are strictly followed.

2. While the audit reports should necessarily contain a clear and factual narration of the defect, it should be couched in language which is courteous and impartial.

3. The Joint Registrars, Assistant Registrars and other officers in charge of audit will follow the above instructions scrupulously in future.

K.V.Harikrishnan Nair
Registrar of Co-operative Societies

k l IcW kÀ¡peÀ kam I mcw

F.Un.FÂ (2) 27233/96 — k l IcW kwLw cPn k{Smdm^okv Xncph\´]pcw 17þ3þ97

kÀ¡peÀ \¼À 12/97

hnjbw: **k l IcWhIp¸v þ B Unäv \yq\Xm kw{K lwX¿mdm¡p¶Xp kw_ Ôn¨v**

kqN\: **1. 7þ6þ1966 se F.Un.FÂ (3) 21070/66þmw \¼À I¯v.**
2. 12þ8þ1968 se 27/68 þmw \¼À kÀ¡peÀ
3. 5þ5þ1971 se 1/71 þmw \¼À kÀ¡peÀ
4. 25þ11þ1982 se 65/82 þmw \¼À kÀ¡peÀ
5. 22þ4þ1985 se 17/85 þmw \¼À kÀ¡peÀ

k l IcW kYm]\§fpsS B Unänt\mS\p_ Ôn¨v {] [m\s¸«Xpw ഗുരുതരവുമായ ന്യൂനതകൾ ഉൾക്കൊള്ളിച്ചുകൊണ്ട് വ്യക്തിപരമായി ബാധിക്കാത്ത തരത്തിലായിരിക്കണം ന്യൂനതാ സംഗ്രഹം തയ്യാറാക്കേണ്ടതെന്ന് സൂചന 1 ലെ കത്തിലൂടെ \nÀt±in¨ncn¡p¶p. A¸t¸mÄ {i²bnÂs¸Sp¶ \yq\XIÄ kYm]\¯nÂ സൂക്ഷിച്ചിട്ടുള്ള ആഡിറ്റ് ന്യൂനതാ പരിഹരണ രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതും ഭരണസമിതിയുടെ ശ്രദ്ധയിൽ ആയത് കൊണ്ടുവന്ന് പരിഹരിക്കുവാൻ കഴിയുന്നവ പരിഹരിക്കേണ്ടതാണെന്നും ആഡിറ്റ് ഫൈനലൈസ് ചെയ്യുന്ന അവസരത്തിൽ]cnlcn¡s¸SmsX _m¡n \nÂ¡p¶h am{Xw \yq\Xm kw{Kl¯nÂ ചേർക്കേണ്ടതാണെന്നും ന്യൂനതാ സംഗ്രഹം വ്യക്തവും ലഘുവും വസ്തുനിഷ്ഠവും ആയിരിക്കേണ്ടതാണെന്നും സൂചന 2 ലെ സർക്കുലറിലൂടെ നിർദ്ദേശിച്ചിരുന്നു.

B Unäv ss^\sse kv sN¿p¶Xn\p ap¼v, B UnäÀ kYm]\¯nsâ `cW kanXn tbmK¯nÂ]s¦Sp¯v {i²bnÂs¸«n«pff \yq\XIÄ NÀ¨ ചെയ്യേണ്ടതും സ്ഥാപനത്തിന്റെ ഉന്നമനത്തിനായുള്ള ഭരണസമിതിയുടെ അഭിപ്രായങ്ങൾ മാനിക്കേണ്ടതാണെന്നും സൂചന 4 ലെ സർക്കുലറിലൂടെ നിർദ്ദേശിച്ചിരുന്നു. ലളിതമായ ssienbnÂ am\yhpw \njv]£hpamb coXnbnÂ \yq\Xm kw{Klw തയ്യാറാക്കേണ്ടതാണെന്നും, ഈ ആഫീസിൽ നിന്നും നൽകിയിട്ടുള്ള നിർദ്ദേശങ്ങൾ കർശനമായും പാലിക്കേണ്ടതാണെന്നും സൂചന 5 ലെ സർക്കുലറിലൂടെ അറിയിച്ചിരുന്നു.

\yq\Xm kw{Klw X¿mdm¡p¶Xv kw_ Ôn¨v \nch[n \nÀt±i§Ä ImemIme§fnÂ]pds¸Sphn¡s¸«ncp¶psh¦nepw Ah bYmhn[n, B UnäÀamÀ]men¡p¶nÃmsb¶v kYm]\§fpsS `mchmlnIfnÂ \n¶pw e`n¡p¶]cmXnIfnÂ \n¶pw A\pam\n¡p¶p.

Cu B^okn Â \n¶pw]pds¸Sphn¨n«pff, \nÀt±i§Ä¡mkv]Zamw hn[w am{Xta taenÂ \yq\Xm kw{Klw X¿mdm¡m³]mSpffq F¶pw, \nÀt±i§Ä ewLn¡p¶]£w B bXn\pff]qÀ® D¯chmZnXzw _Ôs¸« B UnäÀamcnÂ \n£n]vXambncn¡psa¶pw Hcn¡Â IqSn Adnbn¡p¶p.

k l IcWkwLw cPn k{SmÀ

No.24947/71 G.3. Office of the Registrar of Co-operative Societies
Trivandrum, 4th August 1971

CIRCULAR No. 37/71

Sub: **Co-operative Societies-Employee's Provident Fund and security deposits-Payment of interest-Instructions issued.**

It has come to the notice of the Registrar that some of the Co-operative Societies have provision in their bye-laws to pass on only a portion of the interest accrued on Provident Fund of staff to the contributors of that fund while retaining a portion of the interest as a source of income for the societies. This is a wrong procedure. The employees must be entitled to get credit to their fund to entire interest accrued on their Provident Fund deposits which include the subscriptions made by the employees and the contributions made by the employers. Under clause 58 of the Kerala Co-operative Societies Rules, the Societies have to frame regulations regarding maintenance and utilisation of employees' Provident Fund and such regulations shall also stipulate the mode of investment of the fund and payment of interest thereon. If the regulations framed by any society provide for paying only a portion of the interest accrued on to deposits to the subscribers concerned, the societies should amend such regulations immediately so as to credit the entire interest to the Fund.

The same principle should apply in respect of the security deposit of employees. The interest accrued on the security deposits should go to those who have furnished the security. The societies should also see that the Provident Fund deposits and security deposits are invested in such a way as to fetch the maximum interest so that the benefit of the enhanced interest may go to the employees.

K.Krishnan Nambiar
Registrar of Co-operative Societies

No.25947/G.3. Office of the Registrar of Co-operative Societies
Trivandrum, 25th February 1972

CIRCULAR No. 9/72

Sub: **Co-operative Societies-Staff amenities-Employee's Provident Fund and gratuity-Enforcement of provision in the Act-Reserves to be made in the Audit reports-Instructions issued.**

k l IcW kÀ¡peÀ kaml mcw

Ref: **1. Registrar's Circular No. 7805/70/G3 (No. 25/70)dated 4-5-1970**

2. Registrar's Circular No. G3-18642/71 dated 8-6-1971 (23/71).

3. Registrar's letter No.G3-595/72 dated 15-1-1972.

The attention of all the Deputy Registrars (Audit) is invited to the Circulars cited as items (1) and (2) above wherein instructions were issued to the Co-operative institutions to introduce the Provident Fund and Gratuity Schemes for the benefit of their employees, after framing detailed regulations. It has been represented that several institutions have not yet introduced these schemes. According to Sections 61 and 62 of the Kerala Co-operative Societies Act and Clauses 58 and 59 of the Kerala Co-operative Societies Rules it is obligatory on the part of the societies to establish the funds for payment of Provident Fund and Gratuity to their employees. The contributions to be made by the societies at the minimum rates prescribed in the rules have to be charged to the profit and loss account of the societies irrespective of the fact whether the societies have introduced the scheme or not. All the Deputy Registrars (Audit) and the Auditors are therefore informed that in Future provision for Employees' contribution to the Staff Provident Fund and Gratuity fund shall be made in the balance sheet at the time of preparing the Audit Reports even if the societies have not introduced the schemes or adopted necessary subsidiary regulations. The Employees are entitled for these benefits from the year 1969-70 and hence such provisions should be included in all audit reports for 1969-70 and subsequent years, to be issued hereafter. In cases where the audit reports have already been issued without making provisions, necessary provision may be made in the subsequent years.

K.Krishnan Nambiar
Registrar of Co-operative Societies

No.ADL (1) 49283/75. Office of the Registrar of Co-operative Societies
Trivandrum, 26th October 1977

CIRCULAR No. 85/75

Sub: **Co-operative Department-Audit-Provision for gratuity in the audited accounts-clearance of arrears-Instructions issued.**

As per Section 62 of the Kerala Co-operative Societies Act, the employees of a Co-operative Society shall be entitled to gratuity at such rates and on such conditions as may be prescribed. In rule 59 of the Kerala Co-operative Societies

Rules, it is prescribed that every society shall make in its bye-laws provision for payment of gratuity to its employees and frame regulations for its administration. The general provisions to be made in such regulations have also been specified in the Rules (vide Rule (i) to (iii) of Rule 59).

2. The general provisions contained in the Kerala Co-operative Societies Act and Rules as mentioned above are applicable to all those employees of Co-operative Societies who are not covered by any other Acts governing the payment of Gratuity, such as;

(1) Kerala Industrial Employees Payment of Gratuity Act 1970 (State Act of 1970).

(2) Payment of Gratuity Act, 1972, (Central Act, 39 of 1972).

As such the employee of Co-operative Societies are to be paid gratuity at the rate and on the terms and conditions prescribed in the relevant Acts reckoning their entire period of service including that rendered prior to the date of introduction of the Act. For this purpose, appropriate provision should be made in the audited accounts of the societies towards Gratuity Fund.

3. In many of the societies, the Gratuity Fund so far created does not cover the entire amount of gratuity liability accrued in respect of the employees for their entire period of service, for various reasons, even though in some societies, the required provision has already been made in full. It is decided that such a situation should not be allowed to continue in definitely and that the entire deficiency should be made good before the end of the year 1978-79. Hence the following instructions are issued for strict compliance:

(1) The entire amount of gratuity liability accrued during a particular year should be fully provided for in that year itself charging the profit and loss account.

(2) If there is any arrears under the items in respect of the previous years, the same should be provided for in equal annual instalments; the number of instalments being the number of audit reports to be approved hence forth till and for the year 1978-79.

(3) There is no objection to clear off the arrears before 1978-79, if the Board of Directors of the society concerned desires for providing additional amount over and above the amount of instalment mentioned above.

(4) The amount of gratuity accrued to be provided in respect of a particular year and the amount of arrears to be provided each year should be worked out in the statement appended hereto. In preparing the statement the following points should be borne in mind.

(a) In computing the total service of an employee, the fraction of an year may be rounded to the nearest whole year i.e. fraction of an year for six months and above may be rounded to the next whole year and the period for less than six months may be ignored.

(b) The pay or wages to be reckoned for calculating the amount of gratuity should be taken as defined in the relevant Act and Rules as applicable to the employees concerned.

(c) The figures worked out in the statement as per the above instructions should be used only for computing the provision to be made for the payment of gratuity. The actual amount to be paid in respect of an employee on his retirement/death while in service should be calculated separately at the rates and on the detailed terms and conditions as applicable in the particular case.

(5) The above instructions will not apply to the institutions which have joined the "Group Gratuity Scheme" sponsored by the Life Insurance Corporation of India.

T.N.Jayachandran
Registrar of Co-operative Societies

Statement of Gratuity amount accrued as on................

Service particulars 1 - 4						Pay/wages reckoned for payment of gratuity 5						
SL. No.	Name of the Employee	Designation	Date of commencement	Total service as at the end of the year	Total service rounded to nearest whole years	Basic pay	D. P. S. P. etc.	D. A.	Total	Half month's Pay/wages rounded to nearest whole Re.	Gratuity amount accrued at the end of the year (Half month pay or wages X Total years of service	Remarks if any
(1)	(2)	(3)	(4a)	(4b)	(4c)	(5a)	(5b)	(5c)	(5d)	(6)	(7)	(8)

(Total of Col. 7:-)

A. Total gratuity amount accrued as at the beginning of the year

B. Amount paid during the year.

C. Balance (A-B)

D. Total gratuity amount accrued as at the end of the year

E. Amount accrued during the year end charged to P&L A/c (D-C)=

F. Provision for gratuity available at the beginning of the year

G. Arrears to be provided as at the beginning of the year

H. Number of annual instalment available for providing the arrears (i. e. till 78-79).

I. Amount of one instalment (G-H)

J. Arrears charged to the P&L A/c during the year=

K. Total amount charged to P&L A/c during the year E+J

L. Total provision available at the end of the year (F-B+K)

M. Arrears of gratuity accrued and pending making provision at the year

No.CB (1) 10871/88. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 20-8-88

CIRCULAR No. 33/88

Sub: **Investment of Reserve Fund of affiliated Co-operative Societies/ Banks-Accounting of-procedure regarding.**

Ref: **1. This office letter No. CB (1) 35161/85 dated 22-7-85 addressed to the Managing Director, Kerala State Co-operative Bank and all District Co-operative Banks.**

2. This office Letter No. CB (1) 35161/85 dated 19-11-85 addressed to the Managing Director, Kerala State Co-op: Bank and all District Co-op: Banks.

The mode of investment of Reserve Fund of the Co-operative Societies is prescribed in Rule 60 (1) of the K.C.S. Rules framed under K.C.S. Act 21 of 1969.

It has come to notice that there is no uniformity in the terms and conditions under which the Kerala State Co-operative Bank and District Co-operative Banks accepting Reserve Fund of the affiliated Societies. It is seen that some District Co-operative Banks accept such deposits as Fixed Deposit while others treat such deposits differently. The rate of interest offered by the banks therefore differs. There is no uniformity in the payment of interest on such deposits. The procedure adopted will have to be in consonance with the object of investing the Reserve Fund separately. Therefore a procedure to be adopted by the banks on investing the Reserve Fund and the maintenance of such accounts have been suggested by this office and the District Co-op: Banks and Kerala State Co-operative Bank were also requested to offer their comments. On reviewing the procedure adopted by each bank the issue was placed in the Central Banks meeting held on 3-3-1988, for consideration. The procedure suggested by this office has been noted and the opinion expressed was that the same will be considered.

In the light of the above the following procedure is suggested for the acceptance of Reserve Fund of the affiliated Co-operative Societies.

1. A separate account styled as “Reserve Fund Deposit” of affiliated Societies/Bank will be opened in the name of each society to facilitate easy identification of the Reserve Fund deposit as distinct from other deposits.

2. The banks will issue a pass book to each Society/Bank for such deposits.

3. The rate of interest on such deposits should be the maximum rate allowed for long term deposits as fixed by the Reserve Bank of India from time to time.

4. The interest on such deposits will be calculated at half yearly rests and credited to the Reserve Fund deposits accounts of the concerned Societies/ Banks. Under no circumstances the interest on such deposits shall be paid to the societies/banks or adjusted towards any of the societies/banks.

U.Jayanarayanan
Registrar of Co-operative Societies

No.CB (1) 10871/88. Office of the Registrar of Co-operative Societies,
Trivandrum, 26-4-1989

CIRCULAR No. 24/89

Sub: **Investment of Reserve Fund of affiliated Co-operative Societies/ Banks-Accounting of-Procedure regarding.**

Ref: **Circular No. 33/88 issued in this office letter of even No. dated 20-8-1988.**

In this office Circular No. 33/88 the procedure for the acceptance of Reserve Fund of the affiliated Co-operative Societies was prescribed. The rate of interest allowable and the periodicity of calculation of interest was specified in Paragraph 3, items 3 and 4 of the above circular. Consequent on the decision taken in the Central Banks conference held on 22-12-88 the following modifications are made to item 3 and 4 of Para (3) of the above circular.

Item 3 : The rate of interest on such deposits will be the maximum rate allowable for term deposits as fixed by Reserve Bank of India from time to time including also the discretionary additional rate of interest permitted by Reserve Bank of India.

Item 4 : The interest on such deposits will be calculated annually and the same will be received by the societies/Banks as and when demanded.

P. Prabhakaran
Registrar of Co-operative Societies

No.EM (2) 43703/95. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 24-7-95

From

The Registrar of Co-operative Societies,
Thiruvananthapuram.

To

The Joint Registrar of Co-operative Societies,
Thrissur.

Sir,

Sub: **Gratuity payable to employees of the Primary Co-operative Societies-clarification-regarding.**

Ref: **Your Lr.No. 1991/94/M dated 4.11.1994.**

I invite your attention to the reference cited and also inform that the Gratuity is to be calculated at the rate of wages last drawn by the employee as on the date of superannuation. If the pay and allowances (DA) have been revised subsequently giving, retrospective effect, the amount of Gratuity payable is to be recalculated on the basis of the revised pay and DA eligible as on the date of retirement and the society is liable to pay the Gratuity arrears out of General funds charging Profit and Loss Account.

It is also informed that if the amount received from L.I.C. is short of that which is liable to be paid by the society as per rule, the deficiency is to be made good from general funds charging Profit and Loss Account of that year as this is statutory obligation of the society.

Even if the bye-laws of a society provides for a lesser amount of gratuity than that provides under payment of Gratuity Act or on same other arrangements like Group Gratuity. Insurance Scheme, the employees concerned are eligible for the amount so received from the insurance authorities towards Gratuity, provided the insurance premium paid by the Society against the employee is in accordance with the calculation of amount which is liable to be paid to at the time of retirement as per the payment of Gratuity Act.

Yours faithfully
For Registrar of Co-operative Societies

No ADL (1) 12274/72. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 5th June 1972

CIRCULAR No. 26/72

Sub: **Audit-Method of providing depreciation on different items of assets-Instructions issued.**

It is found that there is at present no uniformity in the method of charging depreciation of assets in the Co-operative audit or in the rates followed for the purpose. In order to bring about uniformity in the procedure for charging depreciation, the following instructions are issued.

1. The Depreciation Fund System may be adopted for all items of assets except stock in trade, loose tools and live stock. Under this systems, the asset account will show a balance at its cost price and the amount of depreciation is debited to profit and loss account and credited to the concerned Depreciation Fund account. This system will continue either till the amount under the Depreciation Fund equals to the cost price of the asset or till the assets are finally disposed of. The difference between the original value of the asset and the depreciation reserve created will represent the book value of the assets. Any amount realised in excess of the Book value of asset at the time of disposal of the asset, should be shown as "Capital Reserves" for that particular items of asset.
2. In the case of stock in trade the value of stock in hand at the close of the accounting year is to be valued at the market value or cost price which-ever is less. The instruction issued earlier regarding the valuation of stock-in-trade should be followed.
3. In respect of loose tools and livestock the depreciation is to be charged on the basis of revaluation of the assets at the close of the year.
4. The following rates are prescribed for charging depreciation on various types of assets.

(a) **Freehold land**-No depreciation need be charged on land, unless there is any natural condition resulting in a reduction in the value of the land.

(b) **Property and building**-2 ½% per annum on the cost price of the buildings which are of permanent structures.

(c) **Plant and Machinery including vehicles and other equipments**-A fixed rate calculated on the basis of the probable period of the working life of the asset. The amount of depreciation has to be arrived at by fixed instalment system on the cost price i.e., total cost divided by the number of years of estimated life of the asset.

In the case of sugar Mills, Spinning Mills etc., the erection charges paid, spare parts used, additions and alterations made etc., should be capitalised first provided such additions and alterations increase the efficiency of the working. The depreciation reserve should be created on the value so capitalised at the fixed instalment system.

(d) **Furniture and fittings:-**

(i)	Iron Safe, Almirah Racks & Tables	5% of the value
(ii)	Iron Chairs, trays and similar articles of rough use	10% do.
(iii)	Teak or Rose-wood (Hardwood) Almirah tables and racks	5% do.
(iv)	Other wooden articles	10% do.

(e) **Depreciation on Government securities and other trustee securities:-** Full reserve for the difference between the cost price and Market price (i.e.. Due to the fluctuation of Price value) should be made at the end of each year by removing last year's reserve, if any;

Note:-In case subsidy or grant is received and utilised for the acquisition of any fixed asset the amount of depreciation chargeable on such assets may be adjusted against such subsidy, if the institution could not make provision for depreciation without running into loss.

(i) **Other items of assets:-** The amount of depreciation to be charged is the difference between the book value and realisable value at the end of each year as estimated by the auditor.

(ii) The value of land and value of building should be shown separately.

(iii) In the case of Institutions coming under the Banking Regulations Act, the Book value and depreciation charged should be shown in the inner column of the Balance sheet invariably.

(iv) A statement showing the original value of the asset and depreciation so far charged during each year should be appended to the Audit Note.

The procedure prescribed herein should be followed in all future audits. Depreciation Fund System may be introduced by recasting the "Depreciation writing down system" wherever information is available about the original value and the written down depreciated amount so that, it is possible to have a real assessment of the hidden inherent value of those assets vis-à-vis to the original value.

K. Krishanan Nambiar
Registrar of Co-operative Societies

No.ADL (2)-12314/75.

Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 15th November 1975

CIRCULAR No. 101/75

Sub: **Co-operative Department-Assets acquired utilising General Funds-Charging of Depreciation-Instructions issued.**

Ref: **1 This office endorsement on ADL (3)-18572/69 dated 9-7-1969.**

2 Letter No. ACD (T) 3430/P (8)-74/5 dated 10-3-1975 of the Assistant Chief Officer, Agricultural Credit Department, Trivandrum.

3 Letter No. ACD (T) 1521-/P (8)-75/6 dated 28-10-1975 of the Assistant Chief Officer, Agricultural Credit Department, Trivandrum.

In chapter I of Volume II of the Madras Co-op. Manual, it is laid down that no depreciation need be charged on the value of buildings constructed/acquired investing Building Fund or by utilising General Funds which is recouped in subsequent years. The general principle underlying the above procedure is that the "Building Fund" and the "Building Recoupment Reserve" are created charging the profit and Loss Account and if depreciation is charged on the assets acquired out of the above Fund/Reserve, it will result in the profits being out twice for the same purpose. An extract of the above procedure as contained in the Madras Co-op. Manual was communicated to the Deputy Registrars (Audit) for information and guidance vide reference Ist cited. The Reserve Bank of India have since pointed out in their letters referred to as 2nd and 3rd papers above, that the "Building Recoupment Reserve" created to recoup expenditure incurred from General Funds for construction of buildings will not in any way be a substitute for reserve for depreciation on buildings and that depreciating the value of fixed assets like building, besides being a requirement in scientific accounting is also essential in prudent financial management. Moreover, in respect of Co-op. Societies coming under the purview of the Banking Regulation's Act, it would also be a requirement of law as depreciated value of the premises is to be shown in the balance sheet prepared under Section 29 of the Act. Under the above circumstances, the following instructions are issued for strict compliance.

(1) Depreciation should be charged at the prescribed rate on all buildings irrespective of the fact whether they were constructed/acquired by investment of building Fund, General Fund or any other source.

(2) The Co-op. Societies which are recouping expenditure incurred on buildings from General Funds may however be permitted to charge depreciation, as a measure of relief, after the expenditure incurred from General Funds is fully recouped.

(3) The above instructions will apply also to other assets acquired utilizing General Funds to be recouped in subsequent years.

T.N.Jayachandran
Registrar of Co-operative Societies

No.ADL (3) 32455/64. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 30th August 1965

CIRCULAR MEMORANDUM

Sub: **Co-operative Audit-Assessment of Bad and Doubtful Debts and other assets of Co-operative Societies-Criteria for estimating of-instructions-Issued.**

Ref: **1 Letter No.ACD.Plan 202 PR.264-64/65 dated 28-7-1964**

2 G.O.Rt. 1593/65/Agrl. Dated 3-8-1965.

At the 26th meeting of the standing Advisory Committee on Agricultural Credit held on 10th April 1964, the Reserve Bank of India (Agricultural Credit Department) considered the various suggestions of the Registrars of Co-operative Societies in regard to the criteria for assessing Bad and Doubtful Debts and other Assets of Agricultural Credit Societies. In the light of the recommendations made by the Committee, the Reserve Bank of India has finalised the criteria and requested the Department to adopt the same for the State.

Rules XLV of the Rules under the Travancore-Cochin Co-operative Societies Act 1951 (Act X of 1952) lays down the principle for assessment of bad and doubtful loan but there is no similar rule under the Madras Co-operative Societies Act. With a view to enabling the adoption of a common criteria as suggested by the Reserve Bank of India in respect of societies governed by the Travancore-Cochin Co-operative Societies Act, the Sub Rules (1) & (2) to the Rule XLV under the said Act were amended in Government order cited as item (2) above. Now it has been decided to adopt the criteria suggested by the Reserve Bank of India in respect of all Co-operative Societies in the State. The following instructions are therefore issued to the Deputy Registrars on the matter.

1. The criteria for estimating bad and doubtful debts and other assets of Co-operative Societies are set out in detail in the note attached to this Circular Memorandum. The assessment of such debts will be made on the basis of criteria laid down in the Note.

2. At present the auditors are assessing only the bad and doubtful loans leaving the other items of assets without assessment. The Note appended lays down the criteria for assessment of all items of assets including loans. The classification of all items of assets as ‘doubtful’ or bad will therefore be done by auditors as explained in paras 9 to 11 of the Note. The Deputy Registrar (Audit) will see that the criteria are adopted accordingly in Audit.

3. The auditors should also be directed to tabulate the data as required in para 12 of the Note in the proforma appended and furnish the same along with Audit Reports.

4. The Deputy Registrars (General) will issue necessary instructions to the societies in their Districts for the maintenance of books as suggested in para 13 of the Notes. They will also see that these registers are properly maintained so as to enable the Auditors to make a correct assessment of the bad and doubtful debts.

The above procedure for assessment of debts should be adopted for the purpose of annual audit for 1964-65 onwards conducted after the date of this circular.

K. Narayanan
Registrar of Co-operative Societies

ESTIMATE OF BAD AND DOUBTFUL DEBTS AND OTHER ASSETS OF SOCIETIES

1. The scope of audit has not been uniformly set out in all the states under the Co-operative Societies Act or the rules framed thereunder. It generally includes the following:
    - (a) verification of the cash balance and securities;
    - (b) verification of the balance at the credit of the depositors and creditors and of the amounts due from the debtors of the society;
    - (c) examination of overdue debts, if any;
    - (d) valuation of assets and liabilities; and
    - (e) examination of the statement of accounts and balance sheets prepared by the managing committee of the society.

It must be emphasised that the audit report, to serve any useful purpose, should disclose fairly accurately the financial results of the dealings of the institution. "It is the auditors duty in preparing the balance-sheet to see that all the assets which are shown in the books appear at their proper value, that they exist in fact and that no asset has been disposed of or charged in any way without the transactions being recorded in the books of the society." In this context, an examination of all loans due and their classification into good, doubtful or bad constitutes the most important duty of the auditor. He has also to verify and take up valuation of the other assets including the amounts shown under "Sundry debtors" and see from the records available with the society whether any of the assets are irrecoverable wholly or in part or of such a doubtful nature requiring some provision for possible loss.

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2. BAD AND DOUBTFUL ASSETS

The assets of an agricultural credit society are created from its credit as well as non-credit activities. The latter would include investment of fund in banks in deposit accounts, Government and Trustee securities, shares of Co-operative institutions, buildings, furniture and even lands acquired from members in satisfaction of their dues. Further, a credit society may undertake more and more service functions such as distribution of production requisites, e.g. chemical fertilizers, implements, etc. and essential consumer articles. These functions may have been undertaken purely on an agency basis or on the society's own account. In the former case, the society does not invest its funds but is held responsible for the custody of the stocks entrusted to it and the remittance of the sale proceeds as and when the goods are sold. In such a case, it would be necessary for the auditor to examine the terms of the agreement entered into by the society with the marketing society or any other institution from which the goods have been obtained and determine the extent of liability of the society, if any, and whether the liability has been fully provided for by a realizable asset. In particular, it has to be examined as to who would be liable for the loss due to deterioration arising from the goods having remained unsold for long. Where the auditor finds that the society would, in terms of the agreement, be held liable for the loss then a suitable provision would be necessary. Where the society has invested its funds for undertaking the activities, it would be necessary for the auditor to verify as to what extent the assets do really exist and whether there has been any depreciation in the value of the stock in trades with reference to the current market prices. Where the estimated market value of the goods held is less than the amount invested and shown in the balance-sheet, the difference would have to be treated as a bad asset.

As regards the other assets of an agricultural credit society, the auditor will have to bear in mind the following points while verifying and valuing them.

(a) Cash in hand

Any difference between the cash balance as shown by the books of the society and the actual cash balance will have to be investigated in detail. If the difference is due to misappropriation by an office-bearer or an employee of the society the amount that is likely to be recovered from the person concerned will have to be ascertained in the light of his financial condition and the security, if any, held. The amount that is not likely to be recovered will have to be created as a bad asset.

(b) **Balance with banks**

Agricultural credit societies keep a part of their funds in deposits with banks which are approved by the Registrar. Ordinarily, the societies are required to keep their funds only with the central banks to which they are affiliated but in some cases they may have been permitted by the Registrar to do so with commercial banks. In cases where the banks with which the fund have been kept have gone into liquidation, the auditor may treat the entire amount with such banks as "doubtful" in the first instance and after getting confirmation from the liquidator regarding the amount that the society may realise he may classify the unrealisable part as "bad" asset.

(c) **Investments**

(i) **Shares :-** Societies are required to invest a part of their owned funds in the shares of the central co-operative bank. They are also required to buy shares of co-operative marketing societies. In some states the societies have also invested in the shares of other Co-operative institutions like co-operative sugar factories, co-operative printing presses, etc. The auditor will have to verify these investments and see whether the society holds shares of co-operative institutions which have already gone into liquidation or which are functioning in a very bad way. The "break-up" value of the investments in such cases will have to be worked out. The difference between the paid-up value and the break-up value of such investments will represent a bad asset. However, the shortfall in the break-up value in relation to cost may be ignored during the first three years following the commencement of functioning of a new co-operative venture.

(ii) **Government and Trustee Securities :-** Societies may have also invested a part of their funds in Government and Trustee securities. Such investments will have to be physically verified. The auditor will have to satisfy himself that the endorsement on the securities are in order, and that interest is collected on them periodically.

(d) **Other investments**

The auditor will have also to examine the other investments of the society such as those made in "Building", "Furniture", "Land", etc. and see whether adequate depreciation has been allowed on such investments. In the case of "Buildings" as also "Land" acquired in satisfaction of claims; the title to the property will have to be carefully examined to see that it is clear and free from any encumbrances.

(e) **Sundry debtors**

In most societies the assets side of the balance sheet includes a certain sum under the head “Sundry Debtors” or “Adjusting Heads”. This item may include amounts advanced to office-bearers for attending meetings, etc. account for which may not have been rendered, amount recoverable from members in respect of goods supplied to them on credit, certain items of expenditure which have not the sanction of the requisite authority, etc. In some cases the item may even conceal fictitious assets. The auditor will have to carefully examine all the items under this head and particularly those that have been outstanding for long. Where it is found on the basis of such a scrutiny that there are items which are not realisable then to that extent the amount shown under the head will have to be treated as bad.

In the valuation of the various assets listed above, the auditor may, in certain cases, find that the realisability of the amount is in doubt. At the same time he may not be reasonably certain that they will turn out bad. For instance, an office-bearer or an employee of a society may have misappropriated some funds of the society. He may be a person of means and if legal proceedings are instituted the amount can be expected to be realized. But the society may not have all the necessary evidence to firmly establish the case and there may be a chance of the office-bearers’ or managers’ acquittal. Similarly, a society may have invested its funds in shares of a co-operative sugar factory. The factory may not have declared dividend year after year. But there may be chances of reviving it under proper management, for which necessary steps are being taken. In such cases the fall in the value of the investment may be considered as doubtful. To the extent assets or parts there of in the opinion of the auditor, are doubtful of realisation, they have to be treated as “doubtful assets”.

3. “BAD” AND “DOUBTFUL” DEBTS

The major activity of an agricultural credit society relates to “loans and advances”. As indicated earlier, classification of these as good, doubtful or bad is an important duty of the auditor. Bad and doubtful debts may be generally defined as follows:

A bad debt is one which is considered to be irrecoverable. Such a debt may have to be written off from the reserves since it is ascertained and reckoned as bad debt after all possible methods of recovery have been tried and proved futile. A doubtful debt is one, the recovery of which, in whole or in part, is uncertain. A prudent institution would make provision against them.

Although there does not appear to be uniformity in the instructions in force in the different States in regard to the classification of a debt as bad or doubtful,

two main considerations viz. Security behind the debt and the default in the repayment of the debt on due date have been uniformly emphasized in estimating bad and doubtful debts. If the security is reduced to nil and the debt is outstanding for a fairly long period there is every chance of the debt turning bad. If, however, the security has been impaired and the outstanding amount is overdue for a period which is not too long the debt may be termed doubtful. It becomes necessary, therefore, to examine the security behind the loan and also the period of the overdue loan to determine whether a debt is bad or doubtful. These two aspects of the matter are discussed below.

(a) The security obtained by agricultural credit societies may broadly fall under one or more of the following categories;

(i) personal surety of one or two other members;

(ii) charge against crops;

(iii) land, either by obtaining a declaration under the Co-operative Societies Act or a regular mortgage;

(iv) pledge of produce; and

(v) pledge of jewels.

In regard to categories (iv) and (v) above, the auditor will have no difficulty in examining whether the security obtained is adequate or not as the security can be verified physically and their value worked out reasonably well. A careful scrutiny of the security falling under (i) to (iii) should be made. Where loans are made on the personal security of a member supported by one or more other members acting as sureties, the auditor will have to ascertain, by reference to the normal credit statement of the property (haisiyat) register whether the borrower and his sureties have sufficient assets and repaying capacity. The security in the form of charge against the crops raised is very difficult of enforcement since the moment the crops come out of the field it would be difficult to establish that the crops with the members are those that have been raised on his land out of the loan provided by the society. Where land has been obtained as security, the auditor will have to see whether the declarations obtained have been duly recorded in the village records according to the rules framed therefore, and where regular mortgage have been obtained whether the deeds have been duly registered and that there are no prior encumbrances. The auditor should see whether the property provides adequate security on the basis of land values obtaining in the area.

(b) The age of the overdue loan is another important aspect to be looked into. Prima facie, the longer the period of the overdue loan, the greater is the chance of its becoming doubtful or bad. The auditor will have first to satisfy himself that the

overdue position of loans has been correctly worked out and that no attempt has been made to conceal the real position of overdues by resort to book adjustments or unauthorised extensions. Where it becomes necessary, the auditor should arrive at the correct age of an overdue loan by ignoring book adjustments and unauthorised extensions. After the list is prepared for all loans overdue for more than 3 years, the auditor should proceed to the examination of the security. If this reveals that the security is of doubtful validity or has been impaired, it will be easy for him to classify the debt or a portion of it as good, bad or doubtful. Very often such a scrutiny may bring to light cases of fraud, misappropriations benami transactions, alienation of property, non-disbursement of loan and such other irregularities.

4. CRITERIA FOR CLASSIFICATION AS BAD AND DOUBTFUL DEBTS.

The classification of debts as good, doubtful or bad, thus, will have to be preceded by an intensive examination of the debts in the light of the two major considerations indicated above. No hard and fast criteria can be laid down in this connection because of the peculiar nature of co-operative advances based as they are on the anticipated crop and on the character of the borrower and that of his sureties. However, a careful enquiry into the cases of default by the auditor ought to help in finding out what part of the debt is likely to turn out “doubtful” or “bad”. The auditor will have, therefore, to list out all cases of loans which have fallen overdue, and also of those whose due dates have been extended without justifiable reasons. As indicated earlier, the age of the overdues will serve to indicate the extent of damage that the society has (or is likely to) sustain. The overdues will have therefore to be classified period wise, i.e. those overdue for less than a year for less than two years and so on.

5. OVERDUE DEBTS FOR PERIODS NOT EXCEEDING ONE YEAR.

Ordinarily loans which are overdue for less than one year need not cause much alarm. The crops during the previous year may have failed or the member may have utilised the sale proceeds of this crop to meet certain unforeseen expenditure. But the member may be honest and can be expected to as he very often does, repay out of the next harvest. It may not be necessary therefore, for the auditor to treat any part of such debts as doubtful of recovery.

6. OVERDUE DEBTS FOR PERIODS NOT EXCEEDING TWO YEARS.

When the member fails to repay the loan even after the second harvest then it indicates that all is not well with him. The default may have occurred either because the crops have failed during the second successive season or because the member has no intention of meeting his obligation to the society on the due date. If it has arisen due to bad season there is every likelihood of the

society recovering the dues out of the next harvest which may turn to be good. But if the default is due to the wilful neglect of the member, the auditor will have to explore the possibilities of the recovery for this, i.e. will have to see whether the loan is supported by a bond and whether the managing committee has taken any action against the member. The past dealings of the member with the society may serve to indicate the character of the borrower. The assets and/or the income of the member and of his sureties, if any, will have to be ascertained to find out whether the loan is covered by sufficient security and/or is likely to be recovered if action is pursued. If the loan is unsecured or insufficiently secured and the Managing Committee has not taken action against the member, it may be treated as "doubtful" in the first instance to the extent of the deficiency in the security.

7. OVERDUE DEBTS FOR PERIODS NOT EXCEEDING THREE YEARS.

When an overdue loan gets into the third year it is an indication that the society's funds are getting "frozen" and that timely and energetic action is called for recovering the loan. The auditor will have to see whether loan is supported by a pronote, which is not time barred. The period of limitations is three. (The period of limitation is based on the general law of limitation. Where there is specific provision in this regard in the Co-operative Societies Act, the period of limitation may be computed accordingly) years from (i) the date of the pronote in the case of one payable on demand, (ii) the due date for repayment in the case of a pronote payable in lump sum and (iii) the due date of each instalment in respect of that instalment in the case of a pronote payable in instalments. If the pronote has been registered, the period of limitation is six years instead of three years. Where a payment of principal or interest against any loan is noted on the bond and acknowledged by the member (and his sureties) a fresh period of limitation begins from the date on which such payment is made. It is necessary for the managing committee of the society to institute arbitration proceedings before the bond gets time barred. Where a loan is also secured by "mortgage" of land, it is also necessary for the society to proceed against the property before the mortgage deed gets time-barred. The period of limitation for enforcing the mortgage right is 12* years from the due date.

The auditor will have to see whether the committee of the society has instituted action before the documents get time barred. He will have also to see whether the member (and his sureties) has sufficient assets from which the dues can be recovered. Where it is observed that a portion of the debt is likely to be

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* The period of limitation is based on the general law of limitation. Where there is specific provision in this regard in the Co-operative Societies Act, the period of limit may be computed accordingly.

recovered, the other part may be treated as doubtful. Before doing so, however, the auditor may also examine the operations against the loan account of the member to see whether the member has been making any, although small, part payments. Such payments serve to indicate the intentions of the member to meet his obligations to the society. Where such part payments are being made, the society may be able by bringing moral pressure to recover the dues. In such cases the debts may be treated as good. It may be useful also to examine the operations against the loan accounts of the sureties of a member who has defaulted to the society. If such operations are satisfactory, it is safe to observe that society will very likely be able to recover the dues against the member, if the managing committee institutes action against the member and his sureties.

8. OVERDUES FOR PERIODS EXCEEDING THREE YEARS.

The need for a close scrutiny of the documents supporting the loan is greater in the case of debts which have fallen under this class. The bonds in those cases may have ceased to be alive rendering legal action against the member difficult. The managing committee in such cases will have only to look to the good sense of the member either to pay or to execute a fresh document. Where the bond has become time barred, the auditor will be justified to treat the debt as “bad”. In other cases, i.e. where the bonds are not time barred, the auditor will have to examine the operations against the loan account to see whether any part payments are at all being made. The security behind the loans should also be examined to see whether it is adequate and enforceable. Where the position is found unsatisfactory i.e. where the loan is not properly secured or where the security offered is defective and cannot be proceeded against such as where a prior encumbrance on the property is found to exist or where the property given as security has gone down in value for a variety of reasons, and where timely action has not been taken against the member (and his sureties) and it is feared that this has diminished the chances of recovery of the debt, the auditor may treat the loan as doubtful.

It will be difficult to lay down precisely as to when a loan should be considered as “bad” as distinguished from “doubtful”. It will very largely depend upon several factors which will have to gone into in each individual case. These will include, the character of the member and of his sureties, the security behind the loan, action taken by the managing committee against the member (and his sureties) for recovering the dues. Ordinarily, an overdue loan may be considered as “bad” if it had been treated as “doubtful” during the preceding two years. But instances may also arise where the managing committee has instituted action against the member and his sureties but for some

reasons or other there has been delay in executing the decree. Such debts may continue to be shown as "doubtful". In cases, however, where the member has died leaving no property and the sureties shave also no property or income to pay the dues, the bond and the security obtained from the member have become time barred and have therefore become unenforceable or the managing committee has not taken any action against the member who has been in default for over three years, the loan may be treated as "bad". A prudent society will have to build up a reserve to the full extent of such bad debts.

To sum up, the auditor may generally classify a debt as "doubtful" or "bad' under the following circumstances.

9. DOUBTFUL DEBTS

Where the loan is overdue for a period exceeding one year and the Managing Committee has not taken action against the member and there is reason to believe that the default is due either to the wilful neglect of the member or to failure of crops in successive seasons affecting his repaying capacity, it may be treated as "doubtful" to the extent of the deficiency in the security.

10. BAD DEBTS

(a) Ordinarily, a debt which had been treated as "doubtful" during the preceding two years may be treated as "bad" if it is observed that the Managing Committee has not taken any action against the member and the member has also not shown any indication of meeting his obligations to the society.

(b) In circumstances such as the following.

   (i) Where the member and his sureties are declared insolvent or have died leaving no property;

   (ii) where the member has left the area of operation of the society, has no property and the sureties have also no property or income to pay the dues;

   (iii) Where the debt has not been recovered even after an award had been obtained and the execution proceedings instituted have proved futile;

   (iv) When the bond (or the document) obtained from the member has become time-barred and has, therefore, become unenforceable.

11. NET AMOUNT CONSIDERED DOUBTFUL OR BAD

While actually estimating the bad and doubtful debts due from a member such amounts as the share money or deposits of the member with the society may be deducted and the balance alone considered as bad or doubtful, as the case may be, provided the Co-operative Societies Act permits the societies setting off the share money and deposits of the members against his dues.

12. FORM OF THE ESTIMATE

In order to have a degree of uniformity in the presentation of data regarding bad and doubtful debts, the auditors may be advised to tabulate the data as shown in the Annexure to this note.

13. MAINTENANCE OF BOOKS

To facilitate the assessment of bad and doubtful debts by the auditors it is essential that the co-operative societies should maintain all their books duly posted. In particular, the Haisiyat or "assets" registers of members, surety registers, record of pronotes, arbitrations etc. should be kept up-to-date. The societies should also maintain systematic records to indicate the progress in the execution of awards. They should obtain pass books or statement of accounts from banks with which deposits are kept. Certificates in respect of their investments in the shares of central banks, marketing societies etc. should be available for scrutiny by the auditor at the time of audit.

ANNEXURE

................................Co-operative Credit Socity

Classification of debts under “bad” and “doubtfal” as at the end of the year 196

Loan Account No.	Name of the member	Amount of loan advanced	Amount outstanding	Of which overdue	Period for which it is overdue	Nature of security*	Amount considered Doubtful	Bad	Reason for doing so

* Indicate here.......................................
‘Personal’, land, building , etc.

No.ADL (2) 52863/75. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 18th November 1975

CIRCULAR No. 103/75

Sub: **Audit-Creation of adequate reserve to cover the full amount of bad and doubtful debts and other assets instructions-Issued.**

Ref: **D.O.No. ADL (2) 20767/75 of Joint Registrar of Co-operative Societies (Audit).**

In the reference cited, all the Deputy Registrars of Co-operative Societies (Audit) and Assistant Registrars of Co-operative Societies (Audit) have been instructed to ensure while approving the audit reports of Societies that the statement of Bad and doubtful debts and other assets are furnished by the Auditors as per the norms prescribed by the Reserve Bank of India, copies of which were communicated along with the letter cited.

In many of the Inspection Reports on the District Co-operative Banks and Primary Co-operative Banks, the Reserve Bank of India has observed critically on the inadequate provision of reserves to cover the full amount of bad and doubtful debts in respect of almost all District Co-operative Banks. In this connection, it is needless to point out that the creation of adequate reserves by Co-operative Institutions is of paramount importance for their financial stability. To achieve this end, the following instructions are again issued for strict compliance in respect of the audit of all credit institutions including primary Societies.

1. The auditors concerned should create adequate reserve to cover the full amount of bad and doubtful debts and other assets as assessed as per the norms prescribed by the Reserve Bank of India in this regard.
2. All the Assistant Registrars (Audit) and Deputy Registrars (Audit) will ensure that the Auditors comply with the above directions, while dealing with/approving the audit reports of the institutions.

T. N. Jayachandran
Registrar of Co-operative Societies

No.ADL (2) 26588/76. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 18th August 1976

CIRCULAR No. 62/76

Sub: **Audit-Primary Agricultural Credit Co-operative Societies-Estimation of bad and doubtful debts-Maintenance of Register-Instructions issued.**

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Under section 63 of the Kerala Co-operative Societies Act, Registrar shall audit or cause to be audited by a person authorised by him by general or special order in writing in this behalf, the accounts of every society at least once in each year. The audit under the section shall include the estimation of overdue debts, if any, the verification of cash balance and securities, and a valuation of the assets and liabilities of the society. As such, the estimation of bad and doubtful debts and other assets of a society is an important item under audit.

In order to bring about uniformity in the estimation of bad and doubtful debts and assets of Primary Agricultural Co-operative Credit Societies and the Central Co-operative Bank, the Reserve bank of India have prescribed certain guidelines for the same, which have been communicated to the auditors for guidance. It is felt necessary that the Primary Agricultural credit societies should maintain a separate Register showing the overdues from members and the nature of security against each loan, with this end in view, the following register is prescribed to be maintained by all Primary Agricultural Credit Co-operative Societies and the undersigned directs under section 29 (1) of the Kerala Co-operative Societies Rules, 1969 that all Primary Agricultural Co-operative Credit Societies shall maintain the register herein mentioned and as modelled in the annexure.

The following instructions are also issued in this connections:-

1. The register should be written as at the end of each Co-operative year.
2. On the basis of this register, a statement should be prepared by the society as at the end of each year showing overdues for 1 to 3 years, 3 to 6 years and above 6 years.
3. The register will be maintained as in well bound books as regular records of the society and should be made available for verification by Departmental officers/financing Bank officials and for audit.
4. The register will be opened forthwith starting with the particulars as at the end of the year 1975-76.

D. Anandavalli Amma
Joint Registrar of Co-operative Societies, (Audit)

PRO FORMA - I

Register showing the overdues of more than one year to the Society

							Classification of loans outstanding according to the nature of security				
Sl. No.	No. & Name of the member	Type of loan	Date of loan	Amount advanced	Due date	Amount overdue as on 30th June	Only pro-note of the member	Pro-note of the member with one or more sureties	Charge on loan which has been duly registered plus one or more sureties	Mortgage of land of the member having no prior encumbrances	Mortgage of land of the member having prior encumbrances
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

PRO FORMA - I (*Contd.*)

	Particulars of the assets of the borrower											
	Land holding			Land Mortgaged to the society *		Other un encumbered properties					
	Owned	Lessed									
Collaterial security, if ant, in the form of marketable goods including gold and silver	Acreage	Estimated value Rs.	Acreage	Acreage	Estimated value Rs.	Immovable description Rs.	Value Rs.	Movable description Rs.	Value Rs.	Shares held in the society Rs.	Deposits and other funds with the society Rs.
(13)	(14)	(15)	(16)	(17)	(18)	(19)A	(19)B	(20)A	(20)B	(21)	(22)

* Includes lands on which charge is created

PRO FORMA - I (*Contd.*)

Action taken against the borrower						Standing of Sureties		
Arbitration				Execution petition				
Date of filing	Amount Rs.	Date of decree	Amount decreed Rs.	Date of sending for execution	Amount since recovered Rs.	Loans outstanding to the society Rs.	Of which over due Rs.	Total liability as surety Rs.
(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)

PRO FORMA - I (*Contd.*)

Land owned				Amount considered bad/doubtful of recovery	
Acreage	Estimated Value				
	Total Rs.	Of which mortgaged to the society or others Rs.	Value of other unhyothecated tangible assets Rs.	Bad Rs.	Doubtful Rs.
(32)	(33)	(34)	(35)	(36)	(37)

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No.ADL (2) 57239/76/R.Dis. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 11th August 1978

CIRCULAR No. 31/78

Sub: **Co-operative Department-Audit-Estimation of bad and doubtful debts and other assets of Primary Societies and Central Banks-Break-up value of shares-Regarding.**

Ref: **1. This office letter No. ADL(2) 26588/76 dated 16-6-1976.**

2. This office letter No. ADL (2) 34118/77 dated 19-8-1977.

In the references cited, the guidelines of Reserve Bank of India for the estimation of bad and doubtful debts and other assets at the level of Primary Credit Societies, Primary Non-Credit Societies and Central Banks were communicated for adoption. In the guidelines, Reserve Bank of India has requested to estimate the bad and doubtful assets of the societies, like Marketing/ Processing Societies, Co-operative Sugar Factories, Co-operative Spinning Mills, Co-operative Printing Presses etc., etc. in which the Central Banks and other primary societies are investing their funds in shares and indicate clearly the estimate in the Audit Report as also the break-up value of the shares as at the end of the year under audit on the basis of assessment of bad and doubtful assets made by the Auditor. In this connection the norms fixed by the Reserve Bank of India for working out the break-up value of shares is detailed below:

"To determine the break-up value of shares, the real and exchangeable value of the paid up capital of the society may have to be worked out. It is ordinarily taken as equal to the realizable value of its assets minus outside liabilities. The real and exchangeable value of shares may be apportioned to arrive at the intrinsic worth of each share which would be its break-up value. If the book value is more than the break-up value of the shares, the difference will represent the depreciation in their value. However, the, short fall in the break-up value of shares in relation to the paid-up value may be ignored during the first three years following commencement of business or production of a new Co-operative venture and that the shares of such institutions may be taken as good for the paid up value. But after the expiry of the first three years, the short fall should be treated as a bad one and the break-up value fixed accordingly. In case, it is not possible to work-out the break-up value of investment, the entire amount invested in such shares may be considered as bad particularly if the institutions have been put under liquidation or have stopped functioning or have continuously incurred heavy losses over a number of years and no steps taken to revive them.

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In spite of issue of necessary instructions in this regard in the reference cited; it is noted that the Auditors are not making attempts to find out and indicate the break-up value of shares in their Audit Reports. Hence the following instructions are issued for strict compliance.

1. While finalising the audit of accounts of the society the Auditor should work out the break-up value of the shares of the society as per the norms prescribed by the Reserve Bank of India and indicate the same in the Audit Reports.
2. The Auditors will intimate the break-up value of the shares of the society so fixed to the Deputy Registrar (Audit) through the Assistant Registrar (Audit) concerned along with the calculations sheets arriving the break-up value and the list of societies/banks which have invested their funds in the shares of the society.
3. The Deputy Registrar (Audit) in turn after verification will communicate the break-up value of shares to all the Assistant Registrars (Audit) of the District Assistant Registrar/Concurrent Auditors in the District and to other Deputy Registrar (Audit) concerned if the member societies/banks are situated in other Districts, with directions to circulate the details among the Auditors under their control.
4. The Auditors will create investment depreciation reserve based on the latest available break-up value of shares of societies in which the funds of the society, being audited by them, is invested.
5. While checking/approving the Audit Reports, the Deputy Registrars (Audit)/ Assistant Registrars (Audit) will ensure that the above instructions are adhered to, scrupulously.
6. The Deputy Registrars (Audit) and Assistant Registrars (Audit) are requested to bring the above instructions to the notice of all Auditors under their control.

A. R. Venkiteswaran
Joint Registrar of Co-operative Societies (Audit)

No.ADL (2) 60252/79. Office of the Registrar of Co-operative Societies
Trivandrum, 4-2-1980

CIRCULAR No. 6/80

Sub: **Co-op.Department-Audit-Estimation of bad and doubtful debts and other assets-break up value of shares-further instructions-issued.**

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Ref: **This office circular No. 31/78 dt.11-8-78.**

In this circular cited, certain instructions were issued to estimate the bad and doubtful assets of the societies like marketing/processing societies, Co-op. Sugar Factories, Co-op. Spinning Mills, Co-op. Printing Presses etc. in which the Central Banks and other primary societies are investing their funds in shares and to indicate clearly the estimate in the audit report and the break up value of the shares as at the end of the year under audit as per the norms fixed by the Reserve Bank of India. But doubts have been raised as to how the break up value of shares can be calculated in respect of Consumer Federation, Marketing Federation, RAIDCO etc. In the circumstances, the following further instructions are issued.

1. The auditors of the Apex Level, district level Co-op. Institutions will work out the break up value of the shares while finalising the audit of the respective institutions as per the norms fixed by the Reserve Bank of India and intimate the break up value thus arrived at to the Deputy Registrar (Audit) concerned under whom the member societies are working with the details of institutions which have taken shares in the Apex/District level institutions and the calculation statement.
2. The Deputy Registrar (Audit) concerned in turn, after verification, will communicate the break-up value of shares to the auditors through the Asst. Registrar (Audit) concerned for compliance.
3. The Deputy Registrars (Audit) and the Asst. Registrars (Audit) will bring the above instructions to the notice of all auditors including the Deputy Registrar/Asst. Registrar concurrent auditors in the district.

D. Anandavally Amma
Joint Registrar of Co-op.Societies (Audit)

No.ADL (2) 42312/86. Office of the Registrar of Co-operative Societies
Trivandrum, 29-9-1987

CIRCULAR No. 43/87

Sub: **Audit-Audit of District Co-operative Banks-Estimation of Bad and doubtful debts and overdue interest creation of reserves and exhibition of figures in the Final Accounts-instructions issued.**

Ref: **1. Letter No. NB (Tvm) No. Plan 10744/PL.113/86-87 dated: 26-3-1987 from NABARD, Trivandrum.**

2. Copy of letter No CG (1) 43936/86 Dated, 7-4-1987 received from CG section in Registrar's office.

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It has come to the notice of this office that the District Co-operative Banks in the state are not estimating the bad and doubtful assets strictly in accordance with the guideline issued by the erstwhile Agricultural Credit Department of Reserve Bank of India vide letter No.ACD.ID.10585/J.17-75/6 dated 12-4-1976 from the chief officers and also not furnishing the details properly in the profit and loss account and balance sheet while preparing the final accounts. Hence the following instructions are issued.

1. The Concurrent Auditors of all District Co-operative Banks while finalising the audit of each year should ensure that the bad and doubtful debts under principal and interest are estimated strictly in accordance with the guideline of Reserve Bank of India referred to above and to enclose a certificate to that effect with the audit report from the year 1986-'87 onwards.

2. The practice of some of the Auditors/District Co-operative Banks showing the entire amount of overdue interest as bad and doubtful should be discontinued. Only the portion of overdue interest which is seen not realisable after proper assessment in accordance with the guidelines referred to in the preceding paras, has to be treated as bad and doubtful and shown separately in the final accounts. However overdue interest reserve should be created for the entire amount of overdue interest to arrive at the net profit.

3. The reserves including reserves for bad and doubtful debts and overdue interest, created and removed should be shown separately in the profit and loss account under suitable sub heads under the head 'other expenditure and other receipts' respectively.

J. Christopher
Additional Registrar of Co-operative Societies (Audit)

No.ADL (2) 11152/89. Office of the Registrar of Co-operative Societies
Trivandrum, 21-10-1989

CIRCULAR No. 63/89

Sub: **Audit-Audit of Primary Agricultural Credit Societies, other societies and District Co-operative Banks-assessment of bad and doubtful debts and other assets and creation of reserves for the erosion of assets-Instructions issued.**

Ref: **1. Instructions issued as per this office letter No. ADL (2) 26588/76 dated 16-6-76.**

2. This office Circular No. 43/87 dated 20-9-87.

3. Letter No. NB.ID.HYD 5483/Pol-I J.1/88-89, dated 4-1-1989 from the Inspection Department of NABARD, Hyderabad.

As per this office letter 1st cited the revised guidelines issued by the Reserve Bank of India as per their letter No. ACD, I D 10585/J 17-75/76 dated 12-4-1986 for assessment of bad and doubtful debts and other assets of Primary Agricultural Credit Societies and Central Banks have been communicated to the Departmental officers in the audit wing and the Secretaries of all District Co-operative Banks with directions to implement the suggestions contained therein. As per the Circular 2nd cited the Concurrent Auditors of all District Co-operative Banks have been again instructed to ensure that bad and doubtful debts are estimated strictly in accordance with the guidelines issued by the Reserve Bank of India referred to above and enclose a certificate to that effect with the audit report from the year 1986-87 onwards.

But the NABARD has pointed out that the Auditors of Primary Agricultural Credit Societies, other societies and the District Co-operative Banks are not systematically examining this matter while finalising the audit and not ensuring that erosion in the assets estimated and provision made for it in accordance with the guidelines issued by the Reserve Bank of India.

Therefore the Auditors and Chief Executives of all Primary Agricultural Credit Societies, other societies and District Co-operative Banks are once again requested to see that the estimate for bad and doubtful debts and other assets and creation of provision for the erosion of assets are done fully in accordance with the guidelines issued by the Reserve Bank of India as per their letter referred to above.

P. P. Narayanan Nambiar
Additional Registrar of Co-operative Societies, (Audit)

No.ADL (2) 20419/92. Office of the Registrar of Co-operative Societies
Trivandrum, 30-7-1993

CIRCULAR No. 51/93

Sub: **Co-operative Department-Assessment of Bad and Doubtful Debts in Land Development Banks-Criteria for estimating of instructions-issued.**

Ref: **1. Letter No. NB. IDD.464/H. 60/89-90 dated 20-7-1989 of NABARD.**

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2. This office Circular No. 17/91 dated 21-5-1991 (ADL (2) 19217/91)

It has been observed by the NABARD during the inspection on the Land Development banks that, the Land Development Banks in the State are not estimating the bad and doubtful debts in accordance with the guideline issued by the NABARD. The guidelines were based on the recommendations of the committee on Estimation and Management of Bad Debts in Land Development Banks constituted by the National Co-operative Agricultural and Rural Development Banks Federation. Apart from the criteria for estimation of bad and doubtful debts, it was indicated that a “District Level Overdues Review Committee” (DLORC) may also be constituted and to be headed by the District Registrar of Co-operative societies Joint Registrar of Co-operative Societies and comprising representatives from State Land Development Bank, Primary Land Development Banks/branches of State Land Development Bank to consider writing off of bad debts on a very selective basis complying provisions of State Act in this regard and for this purpose it was necessary for the State Land Development Banks/Primary Land Development Banks to create/augment their bad and doubtful debts reserves.

2. In this office circular referred to as (2) above instructions, with regard to the creation of full provision against overdue interest, were already issued to all concerned for strict compliance.

3. As overdues assume very great importance in the financial position of the bank, it is felt that the procedure as brought out by NABARD should be followed strictly. There for the Auditors and Chief Executives of State Land Development Banks/Primary Land Development Banks are requested to see that the Assessment of bad and Doubtful Debts and overdue interest in Land Development Banks are done in accordance with the guidelines issued by NABARD. 3) Guidelines for the “Assessment of Bad and Doubtful Debts in Land Development Banks” as prescribed by NABARD are indicated below:-

1.1. Land Development Bank should evolve a system of periodical case-by-case examination of all overdue loan accounts for the purpose of estimation of bad and doubtful debts.

1.2. Till such a system is evolved, the land development bank, should treat the following types of loan accounts as bad and doubtful of recovery.

i) All loans and loan instalments overdue over 6 years and those where there are no repayments should be considered as bad and doubtful of recovery of the full extent of loans outstanding.

ii) In addition, the following types of loans should also be considered bad and doubtful of recovery.

a) Loans involved in misappropriation and embezzlements

b) Loans covered by hypotheca which may become unfit for cultivation.

c) Loans outstanding where hypotheca had been alienated and where banks had not been able to recover the dues for over 2 years.

d) Loans covered by investments which have become infructuous and failed-well compensation had not been adequate.

e) Loan accounts where second and subsequent instalments had not been drawn and the first instalment had been misutilised.

f) Loans covered by assets which are destroyed, disposed of or nonexistent.

If the case by case analysis of overdues of loan accounts results in an estimate higher than that arrived at through the methods explained in 1.2 above. Land Development Banks should augment their bad debt reserves to the extent necessary.

2. **Creation/Augmentation of bad and Doubtful Debt Reserves**

2.1. Bad and doubtful debts estimated in the manner indicated above should be fully covered by bad and doubtful debt reserves. In case appropriable profits, after making the necessary statutory provisions, are inadequate for transfer to the bad end doubtful debt reserves to the extent required, the bank should not declare any dividend till the bad debts estimates are fully covered by Bad and Doubtful Debt reserves (BDDR).

2.2. For the purpose of augmenting the existing BDDR, State Land Development Banks and Primary Land Development Banks may consider transferring 15% of the appropriable profits or 5% of the gross profit to the BDDR where there is no appropriable profit. They may also transfer penal interest received directly to BDDR. It may however be noted that land development banks should not enhance the evaluation fees from the existing level of ½ percent of the project cost for this purpose.

2.3. The State Land Development Banks may also approach the State Government concerned to contribute every year to the extent of 1% of the loans advanced by their primaries to small farmers and/or weaker sections as defined by National Bank, so that they could build up either a risk fund or strengthen BDDR. There the structure is federal, State Land Development Banks should transfer 50% of such receipts to the Primary Land Development

Banks affiliated to it in relation to loans issued by them, while the other 50% may be retained by them. No financial assistance from National Bank will be available for this purpose.

3. **<u>Procedure for use of BDDRs.</u>**

3.1. The BDDRs built up by Land Development Banks should be utilised by them for the purpose of writing off bad debts only after exhausting all possible efforts for recovery of such dues. They may also consider rephasing such loans, in genuine cases, where such facilities are permissible. While Primary Land Development Banks/branches of State Land Development Banks may make efforts on a continuing basis for recovery of loans identified as bad and doubtful, they shall examine all such accounts case-by-case and categorise them into (a) overdues doubtful of recovery and (b) overdues which have become bad and irrecoverable and may have to be written off eventually. The following criteria may be adopted by land development Banks for identifying bad debts for eventual write off.

i) When the assets financed are totally destroyed and the borrower has no other means to repay the loans.

ii) When borrower is not traceable and the security is either inadequate and/or can not be disposed of.

iii) When the security has changed hands and there is no chance of realising the dues either from borrowers or purchaser.

iv) When the title to the security is found to be defective and as such can not be proceeded against.

v) When the loan liability itself is disputed by the borrower and it becomes difficult to establish the real position.

vi) When the borrowers are getting compensation for failed wells which is inadequate to cover their liability to the bank, the balance amount due from them could be considered for write off.

3.2. After categorisation of bad debts as above, banks may still make all efforts to recover whatever is possible even at last moment. However, no financial concessions such as waiver of interest and/or principal, either fully or partially should be granted to borrowers for recovery of such dues.

3.3. As the matter relating to adjustment of bad debts from out of BDDRs at the end of each Co-operative year and their eventual write off is a sensitive issue, it is suggested that a final decision should be left to a committee to

be constituted for the specific purpose. The proposed committee may be designated as "District Level Overdues Review Committee" (DLORC) which will be headed by the District Registrar of the Co-operative Societies and will comprise of representatives from State Land Development Banks, Primary Land Development Banks/branches of state land Development Banks. Primary land Development Banks/branches of State Land Development Banks in a district will forward their proposals in respect of bad debt cases to such a committee once in 6 months. The DLORC will consider all recommendations received from Primary Land Development Banks/branches of State Land Development Bank in its area of jurisdiction and take decision there on and communicate the same to the primary units concerned. Once the approval of DLORC for write off of bad debts is received, such loan accounts should be closed by debiting the BDDRs maintained in the Bank. In case of federal structure, the amount involved under write off may be born by the Primary Land Development Bank concerned and the State Land Development Bank on a 50:50 basis by debiting the respective BDDRs. It is therefore imperative that the Primary Land Development Banks/State Development Banks should build up their BDDRs adequately and the Primary Land Development Banks should recommend cases for write off of bad debts only at the extent that could be borne by them from the balance available in their BDDRs.

4. **<u>Treatment of estimated bad and doubtful debts DCB position.</u>**

As the main objective of the above exercise is to help Primary Land Development Banks/branches of State Development Banks to contain the problem of over dues and preventing them from being incapacitated in loaning to their non defaulting borrowers and potential new borrowers, banks may segregate the estimated bad and doubtful debts from the extent of the balance maintained under their BDDRs. For this purpose, Land Development Banks may continue to follow the instructions contained in our Circular No. NB.IDD.LDB 1229/ RC. 3/93-94 dated 10 March, 1994.

The above procedure for assessment of bad and Doubtful debts and over interest should be strictly complied with, in the final audit from the current year (92-93) onwards, failure, to assess bad and doubtful debts in accordance with the above proceeding and create provision accordingly for both bad debts and overdue interest will be viewed seriously and NABARD addressed to stop subscription to State Land Development Bank's.

V. S. Senthil
Registrar of Co-operative societies

No. ADL (2) 20419/92.

Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 29-9-1993

CIRCULAR No. 70/93

Sub: **Co-operative Department Assessment of bad and Doubtful Debts in Land Development Banks - Criteria for estimating - of instructions issue.**

Ref: **1. Letter No. NB.IDD/16004-60/93-94 dated 18-8-1993, from NABARD.**

2. This office Circular No. 51/93 dated 30-7-93.

In this office circular referred to above instructions were already issued to all concerned on the assessment of bad and doubtful debts in Land development banks. It has been stated there in that entire amount of estimated bad and doubtful debts should be covered by bad and doubtful debts reserve and in case appropriable profits after making the necessary statutory provisions are insufficient to cover the estimated bad and doubtful debts at the end of financial year, the bank should not declare any dividend in subsequent years till the reserve for bad and doubtful debts are augmented/created to cover estimated bad and doubtful debts in full.

In pursuance of the recommendation made by the Agricultural Credit Review (Khusro) Committee, NABARD has since required the PLDBs/SLDBs to make adequate provisions towards bad and doubtful debts regardless of whether they are earning profits or not. In cases where a bank's working results show losses, full provisions against bad and doubtful debts as well as overdue interest taken to profits and loss Account, should be made by charging to profit and loss Account.

The above instructions should be strictly complied with from the current year 1992-93 onwards, and full provision, for bad and doubtful debts and overdue interest made in the audit report.

V. S. Senthil
Registrar of Co-operative Societies

\ ¼À sF. kn.(2) 38646/75. k l IcWkwLw cPnk{SmÀ B^ok,
Xncph\´]pcw, 1976 G{]nÂ 11

kÀ¡peÀ \¼À 23/76

hnjbw: **Nn«n/Ipdnbn Â \n¶pff em`wþhn`Pn¡p¶Xp kw_Ôn¨v.**

Nn«n/Ipdn \S¯p¶ k l IcW kwL §Ä AXnÂ \n¶pw In«p¶ em`w hn`Pn¡p¶X hnhn[coXnI fnemW. Nne kwL §Ä B em`w AXn\pam{Xambn h¨pt]mcp¶ Nn«n em`\ jS IW¡nÂ tNÀ¯ AXnte¡mbn X¿mdm¡s¸« D]\n_Ô\ I f\pkcn¨ hIamäpI/hnXcWw sN¿pIbmW Ct¸mÄ ചെയ്തുകൊണ്ടിരിക്കുന്നത്.

2. പല സംഘങ്ങളുടെയും നിയമാവലി പ്രകാരം ലാഭവിഭജനം നടത്തേണ്ടത് s]mXptbmKamW. F¶mÂ C¡mcy¯nÂ s]mXptbmKw Fs´¦nepw Xocpam\w FSp¯phcp¶Xmbn ImWmdnÃ. Nn«n D]\n_Ô\IfnÂ C¡mcy¯n\pw s]mXptbmKXocpam\w thWsa¶ A\pimkn¡m¯Xmbncn¡mw C§s\ sN¿p¶Xn\pff{] [m\ ImcWw.

3. Nn«n em`¯nÂ \n¶pt\cn« (s]mXpem` \jS¡W¡nÂ tNÀ¡msX) aäp ഫണ്ടുകളിലേക്ക് വക മാറ്റുന്നത് സംഘത്തിന്റെ യഥാർത്ഥവും വസ്തുനിഷ്ഠവുമായ കാര്യങ്ങളെ സംബന്ധിച്ച വ്യക്തമായ ഒരു രൂപം പ്രദർശിപ്പിക്കേണ്ട ലാഭ നഷ്ടക്കണക്കിൽ \n¶pw _m¡n]{X¯nÂ \n¶pw {]kIXamb `mK§Ä Hfn¨p hÍp¶Xn\ XpeyamsW¶ dnkÀh _m¦ A`n{]mbs¸«ncn¡p¶p.

4. C¡mcyw kw_Ôn¨ sU]yq«n cPnk{SmÀamcpambn BtemNn¡pIbpw AhcpsS A`n{]mb§fpw aäp Imcy§fpw hniZambn]cntim[n¡pIbpw sNbXXnsâ ASnkYm\¯nÂ Xmsg¸dbp¶ \nÀt±i§Ä Ipdn/Nn«n \S¯p¶ k l IcWkwL §fpsS Adnhn\mbn CXn\mÂ]pds¸Sphn¨ncn¡p¶p.

1. Nn«n/Ipdn D]\n_Ô\IfnÂ F´pXs¶]dªncp¶mepw AhbnÂ\n¶pff em`w kwL¯nsâ s]mXp em`\jS¡W¡nÂ കാലാകാലങ്ങളിൽ ചേർക്കേണ്ടതാണ്. പക്ഷേ, ഇങ്ങനെ ചെയ്യുന്നത് ചിട്ടി/Ipdn hcntbme IfnÂ (D]\n_Ô\IfnÂ) hyh kY sNbXncn¡p¶ പ്രകാരം ചിറ്റാളൻമാർക്ക് ലഭ്യമാകേണ്ട എല്ലാ ആനുകൂല്യങ്ങൾക്കും വേണ്ട hIbncp¯nb ti j ambncn¡pw.
2. Nn«n/Ipdn \S¯p¶ FÃm k l IcWkwL §fpw k l IcW ബാങ്കുകളും ടി നിർദ്ദേശം കർശനമായി പാലിക്കേണ്ടതാണ്.

Sn. F³. PbN{µ³
k l IcWkwLw cPnk{SmÀ

Nn«n

\¼À kn. BÀ.]n.(4) 31685/77. k l IcW kwLw cPnk{SmÀ B^ok, Xncph\´]pcw, 1977 HItSm_À 10

kÀ¡peÀ \¼À 45/77

hnjbw: **k l IckwL §Ä \S¯pന്ന ചിട്ടികൾ രജിസ്റ്റർ ചെയ്യേണ്ടത് kw_Ôn¨v.**

kqN\: **cPnkt{Sj³ hIp¸nse C³kvs]IvSÀ P\dens â 15þ6þ1977 se kn.(5) 2847/77 \¼À I¯v.**

kqN\bnse I¯n³ {]Imcw Nne k l IcW kwL §Ä \S¯p¶ Nn«nIÄ tIcf Nn«n \nba¯n³ IognÂ \nj¡Àjn¨n«pff {]Imcw Nn«n XpS §p¶ Xn\pw ap³]v cPnkäÀ sNbXp hcp¶nsÃ¶pw B bX 1975 se tIcf Nn«n \nba{]Imcw t{]mknIyqj³ \S]SnIÄ¡v hnt[bamsW¶pw Adnbn¨ncn¡p¶p. k l IcW kwL §Ä \S¯p¶ Nn«nIÄ tIcf Nn«n നിയമപ്രകാരം രജിസ്റ്റർ ചെയ്യേണ്ടതാകുന്നു. ആകയാൽ സഹകരണ സംഘങ്ങൾ \S¯p¶ FÃm Nn«nIfpw tIcf Nn«n \nba¯nÂ A\pimkn¡p¶ coXnbnÂ ചിട്ടികൾ തുടങ്ങുന്നതിനു മുൻപു തന്നെ രജിസ്റ്റർ ചെയ്യേണ്ടതാകുന്നു. ടി കാര്യത്തിൽ hogN hcp¯p¶Xv in£mÀlamsW¶p IqSn kqNn¸n¡p¶p.

സഹകരണ സംഘം രജിസ്ട്രാർക്കുവേണ്ടി
Xncph\´]pcw

\¼À Pn.(3) 1482/78. k l IcW kwLw cPnk{SmÀ B^ok, Xncph\´]pcw, 1978 tab 23

kÀ¡peÀ \¼À 19/78

hnjbw: **tIcfm Nn«n B IvSnse \n_Ô\ IÄ]men¡p¶Xp kw_Ôn¨v.**

kqN\: **Kh¬saâ nÂ \n¶papff 4þ1þ1978 se 546/ kn 3/78/än.Un. \¼À Un.H. I¯v.**

tIcfm Nn«n B IvSnse hyhkYIÄ k l IcW kwL §Ä IrXyambn]men¡m¯Xn\mÂ kwL §fn³taÂ t{]mknIyqj³ tIkpIÄ hnhn[tImSXnIfnÂ \nehnepffXmbpw, {]kXpX tIkpIÄ]n³hen¡p¶Xn\p വേണ്ടി സഹകരണ സംഘങ്ങൾ ഗവൺമെന്റിനെ സമീപിക്കുന്നതായും രജിസ്ട്രാരുടെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ഇത്തരം കേസുകൾ രാജിയാക്കാനുള്ള നടപടി ssIs¡mffm³ _Ôs¸« kwL §tfmS Nn«n cPnk{SmÀ Bhiys¸«n«pw, kwL §Ä AXn\p k½Xn¡msX t{]mknIyqj³ \S]SnIÄ¡v വിധേയരാവുകയാണ് ചെയ്യുന്നതെന്നും അറിയുന്നുണ്ട്. കോടതികളിൽ kwL §fn³taÂ t{]mknIyqj³ tIk ^bÂ sN¿m\pff kmINcyw സൃഷ്ടിക്കാതെ ഒത്തുതീർപ്പിനുള്ള സന്ദർഭങ്ങൾ ഉണ്ടാവുകയാണെങ്കിൽ,

k l IcW kÀ¡peÀ kaml mcw

ആയതിലേക്ക് അടിയന്തിര നടപടികൾ എടുക്കേണ്ടതും കേരളാ ചിട്ടി ആക്ടിലെ നിബന്ധനകൾ കർശനമായും പാലിക്കേണ്ടതാണ്.

_m_p tP¡ _
k l IcW kwLw cPn k{SmÀ

\¼À kn. BÀ.]n.4/39294/78.

k l IcW kwLw cPn k{SmÀ B^ok,
Xncph\´]pcw, 1979 BKkä 9

kÀ¡peÀ \¼À 48/79

hnjbw: **{]mYanI k l IcW kwL §Ä/k l IcW _m¦pIÄ ap³]n \n¶p \S¯p¶ Nn«n I fnÂ HcwK¯n\ _m[yXs¸Smhp¶]camh[n XpI \niNbn¡p¶Xp kw_Ôn¨v.**

1. k l IcW kwL §Ä/k l IcW _m¦pIÄ ap³]n \n¶p \S¯p¶ Nn«n I fnÂ AwK§Ä¡ Nn«n]nSn¨ XpI]äp¶ C\¯nÂ _m[yXs¸Smhp¶]camh[n XpI F{X hsc B Imsa¶ Xns\ kw_Ôn¨v. \nÀt±i§Ä H¶pw \nehnenÃm¯ Xn\mÂ {]k XpX C\¯nÂ hfsctbsd XpI HcwK¯n\ kwL§ fnÂ/_m¦pI fnÂ \n¶pw \ÂIp¶ Xn\pff km[yX DffXn\mÂ {I kzIme/a²yIme hmb] C\¯nÂ HcwK¯n\ _m[yXs¸Smhp¶ kwJy¡ D]cn]cn[n \niNbn¨n«pffXp t]mse Nn«n C\¯nepw _m[yXs¸Smhp¶ XpI ¡]cn[n \nÀ®bn¡p¶X A`ne jWobamsW¶ I cpXp¶p.

2. sU]yq«n cPn k{SmÀamcptSbpw PnÃm k l IcW _m¦pI fpsSbpw A`n{]mbw C¡ mര്യത്തിൽ ആരായുകയുണ്ടായി. ജില്ലാ ബാങ്ക് പ്രതിനിധികളുടെ ഈയിടെ നടന്ന സമ്മേളനത്തിലും ഈ വിഷയം ചർച്ച ചെയ്യുകയുണ്ടായി. ഇക്കാര്യത്തിൽ പൊതുവിലുണ്ടായ അഭിപ്രായം കണക്കിലെടുത്ത് താഴെ പറയുന്ന \nÀt±i§Ä k l IcW kwL§ fpsS/_m¦pI fpsS Adnhnte¡mbn \ÂIp¶p.

3. {]mYanI hmb] k l IcW kwL§Ä/_m¦pIÄ ap³]p \n¶p \S¯p¶ Nn«n I fnÂ HcwK¯n\ Nn«n]nSn¨ XpI]äp¶ C\¯nÂ GXp kab¯pw _m[yXs¸Smhp¶]camh[n XpI \nehnepff tIcf Nn«n \nba{]Imcw Hchkc¯nÂ kwLw/_m¦ ap³] \n¶ Hcp \¼À Nn«n¡ \S¯p¶ Xn\ \phZn¨n«pff]camh[n XpIbmb 25000 (Ccp]¯ n A¿mbncw cq])cq]bnÂ A[nIcn¡m³]mSpffXÃ. hmb]m C\¯nÂ HcwK¯n\ kwL¯nÂ/_m¦nÂ _m[yXs¸Smhp¶Xpw Cu B^oknÂ \n¶pw t\ct¯ \niNbn¨ Adnbn¨n«pff kwJy¡]pdsabmWnX.

4. apIfnÂ]d ª ncní p¶ \nÀt±i§Ä sU]yq«n cPn k{SmÀamÀ AXXp ജില്ലയിലെ വായ്പാ സഹകരണസംഘങ്ങളുടെ/ബാങ്കുകളുടെ ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതാണ്.

_m_p tP¡ _
k l IcW kwLw cPn k{SmÀ

Nn«n

\ ¼À kn. B À.] n.4/45256/79. k l lcW kwLw cPn k {SmÀ B ^o k, Xncph \ ´]pcw, 1979 H I tSm _ À 19

kÀ ¡ peÀ \ ¼À 59/79

hn j bw: **k l lcW kwL §Ä \S ¯ p¶ Nn«n I Äþ sU]yq«n cPn k {SmÀamÀ ¡ A \phmZw \Â Imhp¶]camh [n k e DbÀ ¯ p¶ Xp kw_ Ôn¨v.**

kqN\: **1975 Pm\phcn 1 se 67/74 mw \ ¼À kÀ ¡ peÀ**

k l lcW kwL §Ä Nn«n I Ä \S ¯ p¶ Xp kw_ Ôn¨ Xmsg¸dbp¶ \nÀt±i §Ä kqN\ bnÂ ImWn¨ncn¡ p¶ kÀ ¡ peÀ apt J \ Un¸mÀ«psaâ Â B ^o kÀamcpsS bpw k l lcW kwL § fpsS bpw A dnhnte ¡]pds¸Sphn¨ncp¶ p.

1. Nn«n bpsS Imemh [n km[mcW KXn bn Â 60 am k ¯ n Â I hn bm³]mSp f f XÃ.
2. Nn«n bpsS ke Xp I]camh [n km[mcW KXn bn Â 10000 I hn bm³]mSp f f XÃ.
3. taÂ {] k Xmhn¨]cn[n I fnsemXp § p¶ Nn«n I Ä \S ¯ p¶ Xn \pf f A \phmZw \Â I p¶ Xn \ PnÃm sU]yq«n cPn k {SmÀamÀ ¡ അധികാരമുണ്ടായിരിക്കുന്നതുമാണ്.
4. ദീർഘകാലാടിസ്ഥാനത്തിൽ കൈകാര്യം ചെയ്യുന്നതിനു വേണ്ടി പ്രത്യേകം ഫണ്ടുകൾ സ്വരുപിച്ചിട്ടുള്ള സംഘങ്ങൾക്ക് മേൽ പ്രസ്താവിച്ച പരിധികളിൽ \n ¶ pw IqSn b \nehmc ¯ nepf f Nn«n I Ä s I «p ¶ Xn \ cPn k {SmcpsS മുൻകൂട്ടിയുള്ള അനുമതി വാങ്ങേണ്ടതാണ്. അങ്ങനെയുള്ള അനുവാദത്തിനായി A t] £ n ¡ pt ¼mÄ kwL ¯ nsâ [\ k YnXnsb ¸ än bpf f]qÀ® വിവരങ്ങൾ സമർപ്പിക്കേണ്ടതാണ്.
5. GXp hn [¯ nepf f Nn«n \S ¯ phm\pf f A \phmZw \Â I p¶ Xn \pw ap³] സംഘം ബൈലായിൽ ചിട്ടി നടത്തുവാനുള്ള ഉപനിബന്ധന ഉണ്ടോ എന്ന വിവരം പ്രത്യേകം പരിശോധിക്കേണ്ടതാണ്.
6.]pXn b Nn«n \S ¯ n ¸n \ A \phZn ¡ pt ¼mÄ A h k m\n¨ Nn«n I fpsS ആഡിറ്റ് നടത്തിയിട്ടുണ്ടോ എന്ന് പരിശോധിക്കേണ്ടതാണ്.
7. k l lcW kwL § fpsS {] hÀ ¯ \ § Ä KWyam bn hÀ ²n¨ Xn \ \pk cWam bn]e k l lcW kwL § fnepw]Xn\mbncw cq] ¡ p taÂ ke bpf f Nn«n I Ä \S ¯ nhcn I bmsW ¶ pw F ¶ mÂ A{] I mcw Nn«n I Ä \S ¯ p ¶ Xn \ cPn k {SmcpsS ap³ I q«n bpf f A \paXn, മുൻ സർക്കുലറിലെ നിർദ്ദേശമനുസരിച്ച്, വാങ്ങേണ്ടതായിട്ടുള്ളതിനാൽ A \paXn hm § n Nn«n cPn k äÀ sNb Xp I n«p ¶ Xn \ I meXma k w

k l IcW kÀ¡peÀ kaml mcw

വരുന്നുണ്ടെന്നും അതിനാൽ സഹകരണ സംഘം മുൻപ് നിന്ന് ചിട്ടി Bcw`n¡p¶Xn\pw sU]yq«n cPnk{SmÀ¡ A\phmZw \Â Imhp¶ തുകയുടെ പരിധി 10000 രൂപയിൽനിന്ന് ഉയർത്തേണ്ടതാണെന്നു കാണുന്നു.

kqN\bnÂ ImWn¨ncn¡p¶ kÀ¡pednse aäp hyhkYIÄ¡ hnt[bambn 25000 cq] hsc kebpff Nn«nIÄ kwLw ap³]p \n¶ \S¯p¶Xn\ A\phmZw \ÂIp¶Xn\ sU]yq«n cPnk{SmÀamsc CXn\mÂ A[nImcs¸Sp¯p¶p.

25000 cq]¡ptaÂ kebpff Nn«nIÄ \S¯p¶Xn\ cPnk{SmcpsS മുൻകൂട്ടിയുള്ള അനുമതി വാങ്ങിയിരിക്കേണ്ടതാണ്.

k l IcWkwLw cPnk{SmÀ

\¼À sF.kn.(2) 3997/79.

k l IcWkwLw cPnk{SmÀ B^okv, Xncph\´]pcw, 1980 sab 24

kÀ¡peÀ \¼À 37/80

hnjbw: **Nn«n/IpdnbnÂ \n¶pff em`hnlnXw kw_Ôn¨v.**

kqN\: **Cu B^oknÂ \n¶pw 11þ4þ1976 Â Ab¨ 23/76 \¼À (sF.kn.2/38646/75) kÀ¡peÀ**

kqN\bnÂ]dbp¶ 11þ4þ1976 se 23/76 mw \¼À kÀ¡peÀ A\pkcn¨ Nn«nbnÂ \n¶pff em`w kwL¯nsâ s]mXphmb IW¡nÂ ചേർക്കേണ്ടതാണെന്നും ഇപ്രകാരം കാലാകാലങ്ങളിൽ ചേർക്കുന്നത് തലവര്യോലയിൽ വ്യവസ്ഥ ചെയ്തിരിക്കുന്ന പ്രകാരം ചിറ്റാളൻമാർക്ക് ലഭ്യമാകേണ്ട എല്ലാ ആനുകൂല്യങ്ങൾക്കും വേണ്ടി വകയിരുത്തിയ ശേഷമായിരിക്കണമെന്നും \nÀt±in¨ncp¶p. CX\pkcn¨ ]e kwL§fpw XehtcymebnÂ hyhkY sNbXn«pffXpt]mse Nn«n em`¯nsâ 50 iXam\w IpSnin I വരുത്തിയിട്ടില്ലാത്ത ചിറ്റാളൻമാർക്ക് വിഭജിച്ചു കൊടുക്കാറുണ്ട്.

2. 1969 se tIcf k l IcW \nba¯nse 55 mw hIp¸\pkcn¨ സംഘത്തിന്റെ അറ്റാദായമല്ലാത്ത സംഘം ഫണ്ടിന്റെ യാതൊരു ഭാഗവും t_mWtkm, em`tam B bn \ÂIpItbm, AYhm aäp hn[¯nÂ AXnsâ AwK§Ä¡ hnXcWw sN¿pItbm sN¿m³]mSnÃm¯XmIp¶p. C¡mcW¯mÂ Nn«n em`¯nsâ 50 iXam\w IpSnin I hcp¯m¯ AwK§Ä¡ hn`Pn¨p sImSp¡p¶ \S]Sn \nba]cambpw AÃmsXbpw icnbÃ. Cu kmINcy¯nÂ hoX]eni¡ÃmsX aäpXcw B\pIqey§Ä¡ Nnämf³amÀ AÀ lcÃ.

3. AXn\mÂ 23/76 mw \¼À kÀ¡pednse \n_Ô\IÄ¡ t`ZKXn വരുത്തിക്കൊണ്ട് താഴെപ്പറയുന്ന നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ചിരിക്കുന്നു.

Nn«n

1. Nn«n/ I pdn \S¯ p¶ k I IcW kwL § Ä/_m¦ p I Ä Ch Nn«nbnÂ \n¶ pf f em`w Nnämf ³ amÀ ¡ t \_mW kmstbm, aäp Xc¯ nsem hoXn¨p s I mSp ¡ m³ ]mSnÃm¯ Xm I p¶ p. t \sc adn¨ Nn«nbnÂ \n¶ pf f em`w kwL ¯ nsâ s]mXp em`\ j S I W ¡ nÂ I mem I me § fnÂ ചേർക്കേണ്ടതും സഹകരണ നിയമത്തിലെ 56 ാം വകുപ്പിനനുസൃതമായി അറ്റ ലാഭം വിഭജിക്കേണ്ടതുമാണ്. ചിട്ടി ലാഭം പ്രത്യേകമായി വിഭജിക്കുന്ന രീതി നിർത്തലാക്കേണ്ടതാണ്.
2. തലവര്യോലയിൽ പറഞ്ഞിരിക്കുന്ന വ്യവസ്ഥകൾ സംഘം പാലിക്കേണ്ടത് B h i yam I bmÂ k I IcW \nba¯ n\ hncp² ambn Nn«nbnÂ \n¶ pf f ലാഭം വീതിക്കുന്നതിന് വര്യോലയിൽ വ്യവസ്ഥ ചെയ്തിട്ടുണ്ടെങ്കിൽ ടി വ്യവസ്ഥകൾ ഉടനടി ഭേദഗതി ചെയ്യേണ്ടതാണ്.
3. Nn«n/ I pdn \S¯ p¶ FÃm k I IcW kwL § fpw _m¦ p I fpw ap I fnÂ പറഞ്ഞിട്ടുള്ള നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കേണ്ടതാണ്.

സഹകരണ സംഘം രജിസ്ട്രാർക്കുവേണ്ടി

\¼À kn.]n.(5) 4158/96

k I IcW kwL w cPn k{SmÀ B ^o k, Xncph \´]pcw, 23þ4þ96

kÀ ¡ peÀ \¼À 8/96

hn j bw: **Nn«n/ I pdn s k I yqcnän Xncns I hm § p¶ Xnse I meXma kw kw_ Ôn¨.**

k I IcW kwL § Ä \S¯ p¶ Nn«n I fpsS s k I yqcnän Xp I Xncns I വാങ്ങാൻ വളരെയേറെ കാലതാമസം ഉണ്ടാകുന്നുവെന്നും ആയത് ചിട്ടി ആഡിറ്റ് പൂർത്തിയാക്കാനുള്ള താമസം കൊണ്ടാണെന്നും സംഘങ്ങൾ പരാതിപ്പെട്ടിരിക്കുന്നു. ഇക്കാര്യം പരിശോധിച്ചതിൽ ചിട്ടി ആഡിറ്റ് പൂർത്തിയാക്കേണ്ട ചുമതല ചിട്ടി cPn k{SmdnÂ \n £ n] Xambncn ¡ p¶ Xn\mÂ Nn«n h«adpXnbmbmÂ I W ¡ p I Ä ശരിയാക്കി ചിട്ടി രജിസ്ട്രാരെ വിവരമറിയിച്ചു ആഡിറ്റ് നടത്തേണ്ടത് സംഘങ്ങളുടെ ഉത്തരവാദിത്വമാണെന്ന് കാണുന്നു. കാലതാമസം ഉണ്ടാകുന്ന കേസുകളിൽ A ¡ mcyw Nn«n cPn k{SmcpsS {i ² bnÂs¸Sp¯ p¶ Xn\ k I IcW h I p¸nsâ k I mbw tXSmhp¶ XmW. Xmeq¡ Xe¯ nÂ \S¯ p¶ kwLw s k{I «dnamcpsS {] Xnam k tbmK § fnÂ Nn«n B Unä]ptcmKXn A htem I \w നടത്തേണ്ടതും തുടർ നടപടി താലൂക്ക് തല അസിസ്റ്റന്റ് രജിസ്ട്രാർമാർ സ്വീകരിക്കേണ്ടതുമാണ്. taÂ \nÀt±i § Ä k I IcW kwL § fpsS {i ² bnÂ കൊണ്ടുവരാൻ അതതു ജില്ലയിലെ ജോയിന്റ് രജിസ്ട്രാർമാർ നടപടി സ്വീകരിക്കേണ്ടതുമാണ്.

sI. F³. i nhcma³
k I IcW kwLw A Uo j WÂ cPn k{SmÀ (s{I Unä)

No. ADL 2-19189/67/R.Dis. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 9th May 1967

CIRCULAR

Sub: **Audit classification of Central Banks-Assessment of short term liabilities and short term assets-Instructions issued.**

Ref: **Letter No.ACD/OPR/7616/A22-66/67 dated 28-4-1967 from the Reserve Bank of India.**

Certain norms have already been prescribed for the audit classification of Central Banks. One among them is the assessment of "short term liabilities" and "short term assets". It has been observed that no uniform procedure is seen adopted by the Central Banks in the assessment of short term liabilities and short term assets. In order to enforce a uniform procedure in this regard, the following further instructions are issued, in consultation with the Reserve Bank of India.

<u>Short term liabilities will include:</u>

(i) Current deposits.

(ii) Savings deposits.

(iii) Call deposits.

(iv) Fixed deposits matured but not claimed.

(v) Fixed deposits maturing within the next twelve months and

(vi) Loans and advances repayable within the next 12 months.

<u>Short term assets will include the following items:</u>

(i) Cash in hand

(ii) Balance with other Banks in current Account, and balance in Savings Account.

(iii) Investments matured.

(iv) All investments in Government securities. (irrespective of the period of maturity)

(v) Other investments maturing in the next 12 months and

(vi) Loans and advances (excluding overdues) falling due for repayment within the next 12 months.

(Sd/-)
Registrar of Co-operative Societies

No. 38482/69/G3.
Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 12th September 1963

CIRCULAR No. 35/69

Sub: **Co-operative Societies-Utilisation of general funds on suits or appeals filed by individual directors-Prohibition of-Instructions issued.**

Very often persons contesting in elections to the Committees of Co-operative Societies file arbitration references, appeals or writ petitions to set aside the elections or for other relief. Some of them also happen to be the sitting members of the committee. Since they contest the elections in their individual capacity, the expenses on such arbitration references, appeals or writ petitions have to be met by the individuals concerned and no part of the funds of the society should be spent for such purposes.

Similarly, when a committee is superseded under Section 32 or a new committee or Administrator is appointed under Section 33, some persons file appeals or writ petitions to quash such orders. The funds of the societies should not be utilised to meet the expenses on such appeals or writs.

If at any time it is found that the funds of societies have been utilised for meeting such expenses it has to be treated as misapplication of funds and would stand recoverable from the persons responsible for such expenditure.

This is brought to the notice of all co-operative institutions and departmental officers for information and guidance.

(Sd/-)
For Registrar of Co-operative Societies

No.G3/27026/69.
Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 15th November 1969

CIRCULAR No. 43/69

Sub: **Method of arriving at Net Profit contemplated in the Kerala Co-operative Societies Rules, 1969-Treatment of overdue interest on loans issued by Co-operative Societies-Instructions issued.**

According to the definition under Rule 2 (g) of the Kerala Co-operative Societies Rules 1969, Net Profit means Net Profit as certified by the Registrar

of Co-operative Societies. This is done in the audit certificates issued under Rule 64 (6). Rule 53 implies that the net profit shall also be the divisible profit. The method of arriving at the net profit has not been specified in the Kerala Co-operative Societies Rules as was done under the old Travancore-Cochin Co-operative Societies Rules. There is no uniformity in the procedure followed in the erstwhile Malabar area and Travancore Cochin area in the matter of arriving the Net Profit/Divisible Profit.

In the Malabar area overdue interest is not taken to profit. But the overdue interest so excluded from the profit is shown as an item of assets in the Balance Sheet. As a result, the difference between the assets and liabilities in the Balance Sheet would exceed the net profit as per the Profit and Loss Account to the extent of such overdue interest. In certain cases this is avoided by creating a reserve to the extent of overdue interest and showing it on the liability side of the balance sheet.

In the Travancore-Cochin area all interest accrued during the year is taken to profit. After arriving at the net profit all interest outstanding to be collected at the end of the year is deducted therefrom to arrive at the divisible profit. Hence the difference between the assets and liabilities would be equal to the net profit revealed by the profit and loss account.

The question of bringing about uniformity in the matter was discussed at the conference of the Departmental Officers held at Trivandrum on 21-9-1969. After examination all the aspects in detail, the following instructions as issued for the guidance of the officials and non-officials in the Co-operative movement. The interest pending collection in a Co-operative Society/Bank from the date up to which interest was last paid on the principal to the date on which co-operative year closes is known as “accrued interest pending collection”. The accrued interest pending collection is divided into:

(i) Interest accrued but not due for payment.

(ii) Interest overdue i.e. interest that fell due but was not paid before the end of the Co-operative year, and

(iii) Interest accrued after an item of interest became overdue, i.e. accrued interest for the period between the date when an item of interest fell due but was not paid and the last day of the year.

The entire interest accrued (collected and pending collection) during the year should be credited to the profit and loss account, and simultaneously a reserve for the overdue portion of interest pending collection at the end of the year (items ii and iii above) should be created by debiting the profit and loss account.

The entire interest pending collection should be classified separately as (a) Interest not overdue (b) Interest overdue, and shown as item of assets in the Balance Sheet. (Item (i) above represent interest not overdue and items (ii) plus (iii) above represent "interest overdue".) Besides, the Reserve for overdue interest (items ii plus iii) created by debiting the profit and loss account, will appear on the liability side of the Balance Sheet.

Now the difference between the Assets and Liabilities in the Balance Sheet will be equal to the Net Profit disclosed by the profit and loss account. The profit that arrived at should be treated as the net profit certified by the Registrar in the audit certificates issued under Rule 64 (6), and this net profit is divisible in the manner specified in Rule 53.

The Reserve for overdue interest created in respect of a particular co-operative year will have to be removed during the subsequent year by crediting the same to the Profit and Loss Account for that year. Simultaneously a fresh reserve for overdue interest at the end of such subsequent year should be created as was done in the previous year. This process will continue from year to year.

The Auditors should see that suitable adjustment entries in respect of the above items are also made in the books of accounts of the societies/Banks before finalising the annual audit. This should be positively done in the case of societies/ Banks coming under the purview of the Banking Regulation Act.

The above procedure should be followed in respect of audits of accounts pertaining to the year 1968-1969 and thereafter.

K. Krishnan Nambiar
Registrar of Co-operative Societies

No.ADL (3) 46220/69 Office of the Registrar of Co-operative Societies,
Trivandrum, 6th January 1970

CIRCULAR No. 2/70

Sub: **Remittance of Audit Fees etc., Chalans in original to be retained by the concerned societies-Instructions regarding**

It is brought to the notice of the Registrar that the original chalans for the remittance of audit fees and other dues to Government are obtained from the societies and forwarded to the Deputy Registrars by the Inspectors/Circle

Officers for verification and record in their offices. The chalans are not returned to the concerned societies after verification either. The Inspectors give a certificate of having received the chalans indicating the details thereof to serve the purpose of a voucher in support of the amount expended and accounted for in the books of the societies. This is not a healthy practice and hence should be discontinued forthwith.

The chalan in original is the documentary evidence in support of the expenditure incurred by the societies by way of remittance to Government and it is required by the auditors for verification at the time of audit. So the chalans in original must be retained in the societies.

K. Krishnan Nambiar
Registrar of Co-operative Societies

Pn.3/30215/70. k l IcW kwLw cPn k{SmÀ B^okv,
Xncph\´]pcw, 1970 BKkväv 9

kÀ¡peÀ \¼À 42/70

hnjbw: **skan\mÀ hmÀjnI kt½f\wapXembs]mXp kwcw`§Ä¡v kw`mh\ bmbn k l IcW kwL§fpsS apXÂ hn\ntbmKn¡p¶Xns\ kw_Ôn¨v.**

{]mtZinIambn \S¯nhcp¶ hmÀjnI kt½f\§Ä, skan\mdpIÄ മുതലായവയുടെ നടത്തിപ്പിനുവേണ്ടി ധനശേഖരണാർത്ഥം അതാതിടങ്ങളിലെ k l IcW kwL§sf kao]n¡p¶XmbnCu B^oknÂ Adnhmbncn¡p¶p.

k l IcW kwL§fpsS s]mXp apXepIÄ kw`mh\Ifmbpw aäpw taÂ¸d ª Xc¯nepff Imcy§Ä¡v hn\ntbmKn¡p¶Xv k l IcW kwLw B IÀSn\pw dqfn\pw hncp²amWv. kwL§fpsS \nbamhenIfnÂ \nÀt±in¡s¸«n«pff Imcy§Ä¡v am{Xta kwLwapXepIÄ D]tbmKn¡m³]mSpffq. C§s\ sN¿p¶Xv s]mXptbmKw AwKoIcn¡p¶ _UPäpIÄ¡v വിധേയമായിരിക്കണമെന്നത് നിയമം അനുശാസിക്കുന്നുണ്ട്. ആയതിനാൽ kwL§fpsS s]mXpapXÂ D]tbmKn¡p¶Xv k l IcW B IÀSn\pw dqfn\pw kwL§fpsS \nbamhen¡pw A\ptbmPyamb hn[¯nÂ ആയിരിക്കേണ്ടതാണെന്നും ബഡ്ജറ്റിന് വിധേയമായിരിക്കണമെന്ന വിവരവും k l IcW kwLw`mchmlnIsf Adnbn¡phm³ cPnk{SmÀ B{KIn¡p¶p.

k l IcW kwLw cPnk{SmÀ

No.G(3) 23516/70 Office of the Registrar of Co-operative Societies, Trivandrum. 17th March 1971

CIRCULAR NO.2/1971

Sub: **“Working Capital”-Definition of-Clarification –Regarding.**

It has been brought to the notice of the Registrar that there is some confusion in the minds of the field staff about the way in which “working capital” of a society is to be arrived at. The following clarifications are issued for their guidance.

Rule 2(k) of the Kerala Co-operative Societies Rules, 1960 clearly gives the definition of “working capital”. Accordingly “working capital” means “such portion of the reserve fund, other funds, paid up share capital, loans and deposits received by a society and debentures issued by a society, as have not been invested in building and other assets.”

Thus “working capital” is the sum total of the statutory reserve fund and other funds and reserves, created by appropriation of net profit by a society as per its bye-laws, paid up share capital, loans and deposits received and debentures issued and deducting therefrom the sum total of such of the portion of the aforesaid reserve fund ,other funds, paid up share capital, loans and deposits received and debentures issued, as are invested in land , buildings and other fixed assets like furniture, fixtures, fittings, vehicles etc.

Appropriation of net profit of a society is done as per its bye-laws. The net profit of a society as per its bye-laws is appropriated towards statutory reserve fund, education fund, other funds, dividend, honorarium, bonus etc. The balance, if any, will be treated as undistributed profit till that is carried to reserve fund or building fund or other funds as the case may be, as specified in the bye-laws of the society.

All items so appropriated out of the net profits of a society do not form part of the working capital. Only the statutory reserve fund and other funds and reserves accumulated year after year through appropriation of yearly net profit of a society, are included in the working capital of the society. It is self evident that dividend, honorarium, bonus etc. appropriated out of net profit are not in the nature of any reserves of funds.

For all purposes including that of audit fee calculation, the definition given in Rule 2(k) of the Kerala Co-operative Societies Rule 1969 has to be followed.

K. Krishnan Nambiar
Registrar of Co-operative Societies

ADL (2) 45973/75. Office of the Registrar of Co-operative Societies,
Trivandrum., 2nd October 1975

CIRCULAR No. 81/75

Sub: **Co-operative Department-Adjusting Heads in the audit reports-Action for removal of long pending items-Instructions-Issued.**

On an examination of some of the audit reports of Co-operative institutions pertaining to previous years, it is seen that many items included under the "Adjusting Heads" (due to and due by the societies) are kept as such in the audit reports of successive years without final adjustment and removal after necessary action. It may be noted that the items included under the adjusting heads are to be removed as early as possible by taking appropriate action for the same; but the same is not seen done by the persons concerned in many cases promptly or properly.

The main items which are included under the "Adjusting Heads due to Society" and the action to be pursued to remove the items from the same are given below:

Items under Adjusting Heads due to (1)	Action to be pursued to remove the item from the adjusting head (2)
(1) Charges incurred without budget provision	General body meeting should be convened as early as possible as per bye-laws and rules and necessary budget sanction obtained. If the expenditure is not approved by the general body the amount should be recovered from the person/persons responsible.
(2) Charges incurred without sanction of competent authority.	Action should be initiated to get the sanction of the competent authority viz. General body, Board of Directors, President, Secretary, Department Officers, Government etc. If the required sanction is not granted, steps should be taken to recover the amount from the person/persons responsible.
(3) Charges incurred pending final settlement.	Expenditure incurred under the item should be settled finally after final valuation, assessment etc. If the expenditure incurred is found to be in excess of the amount of final valuation, final assessment etc., such excess expenditure may be treated as 'due to' and action pursued to recover the same from the person/persons responsible.

(4). Excess payment made over approved rates, sanctioned amount etc., and other irregular payments.	The amount should be got reimbursed from the persons to whom such payments have been made and if it is not possible, the amount should be recovered from the person/persons responsible for making the payment.
(5). Cost of goods damaged or lost due to negligence.	The amount should be recovered from the persons responsible for the loss or damage.

Similarly, the items under Adjusting Heads due by society and the action to be taken to wipe off them are as follows:-

Items	Action to be pursued to wipe off the item from the Adjusting Heads.
Excess receipts under loans, interest, admission fees, fine, commission etc.	This should be refunded as early as possible and if there is no proper claimant for the same it should be taken to profit account as per rules.
Provisions made for objected items.	This could be removed when the action on corresponding items under "adjusting heads due to" is finalised.
Excess of S.T. collected.	This should be remitted to Government.

Even though action as mentioned above is to be pursued by the societies concerned, it is the responsibility of the officers in the Administrative wings of the departments concerned to examine whether proper action has been taken in the matter by the societies and if not to take necessary follow up action themselves.

The Deputy Registrars (General) and Assistant Registrars (General) are therefore informed that in respect of societies coming under the administrative control of the Department of Co-operation, they should take the following action, immediately on receipt of copy of the audit certificate from the audit wing:-

(i) Examine the various items included under adjusting heads 'due to' and 'due by' and list out items where action has to be initiated by him. In such cases, they should make prompt correspondence with the society and other authorities concerned to settle the matter finally. Building constructed and pending final valuation, advances given for purchase of land, expenditure incurred in anticipation of departmental or Government sanction or without sanction etc., will come under this category.

k l IcW kÀ¡peÀ kaml mcw

(2) On other items where action has to be initiated by the society itself, suitable advice should be given with a view to remove them from the adjusting heads as early as possible. If there are items pending over two years, the matter should be pursued closely by the Deputy Registrar (General) or Assistant Registrar (General) concerned himself till the question is finally disposed of.

(3) If any amount is found irrecoverable even after exhausting all necessary action to recover the amount, steps should be taken to get the amount written off as per Rule 62 of the Kerala Co-operative Societies Rules.

T. N. Jayachandran
Registrar of Co-operative Societies

\¼À Pn.(3)þ63987/75

k l IcW kwLwcPnk{SmÀ B^okv,
Xncph\´]pcw, 1975 Unkw_À 16

kÀ¡peÀ \¼À 105/75

hnjbw: **സഹകരണ സംഘങ്ങൾ–പൊതുനൻമ ഫണ്ടിൽ നിന്നും ഗ്രാമീണ hmb\imeIÄ¡v kw`mh\ \ÂIp¶Xv kw_Ôn¨v.**

a\pjysâ kÀhtXm³apJamb hfÀ¨¡v hmb\bpw]T\hpw അത്യന്താപേക്ഷിതമാണെന്ന് പ്രത്യേകം അനുസ്മരിപ്പിക്കേണ്ടതില്ലല്ലോ. അറിവും kmaqlyt_m[hpw Dff P\§Ät¡ k l IcW kwL §Ä Imcy£aambn {]hÀ¯n¡n¨v hnPbn¡n¡m³ IgnbpIbpffp. Cu Dt±iw \nÀhlnín¶XnÂ \½psS {KmaoW {K\YimeIÄ Hcp{][m\ ]¦mWv hln¡p¶Xv. an¡ {K\YimeIfpw km¼¯nIambn hfsc]nt¶m¡mhkvYbnembXn\mÂ Ahsc kImbn¡p¶Xn\pw പ്രോത്സാഹിപ്പിക്കുന്നതിനും സഹകരണ സംഘങ്ങൾ ശ്രദ്ധിക്കേണ്ടിയിരിയ്ക്കുന്നു. \ehnepff tIcf k l IcW kwLw B IvSnse 56 (Un) hIp¸p{]Imcw hnZym`ymk ]camb {]hÀ¯\§Ä DÄs¸sSbpf Bhiy§Ä¡v hn\ntbmKn¡m\mbn k l IcW kwL §Ä AhcpsS AämZmb¯nÂ നിന്നും ഒരു സംഖ്യ നീക്കി വയ്ക്കുവാൻ വ്യവസ്ഥയുണ്ട്. ഇപ്രകാരം നീക്കിവക്കുന്ന ഫണ്ട് സmധാരണയായി പൊതു നൻമ ഫണ്ട് എന്ന പേരിലാണ് Adnbsപ്പടുന്നത്. ഈ ഫണ്ടിൽ നിന്നും അതാതു സംഘങ്ങളുടെ A[nIcmXnÀ¯nbnepff {K\YimeIÄ¡v kw`mh\ \ÂImhp¶XmWv F¶v FÃm k l IcW kwL §tfbpw k l IcW _m¦pItfbpw Adnbn¨psImffp¶p.

Sn. F³. PbN{µ³
k l IcW kwLwcPnk{SmÀ

s]mXp \nÀt±i §Ä

No.ADL (2) 67318/76.

Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 19th January 1977

CIRCULAR No. 6/77

Sub: **Audit-Audit classification of Co-operative Societies-Instructions issued.**

At present, audit classification of Co-operative Societies is done by awarding marks on the various aspects of the working of the Societies during the year of audit concerned. There may be societies which may be giving undue importance to the subsidiary or secondary activities contemplated in their bye-laws by side passing or even ignoring the main objectives for which they are started. An industrial Co-operative Society started with the main object of helping the artisans by marketing their products or a Service Co-operative Society started with the main object of assisting the agriculturists by advancing loans for agricultural purposes; concentrating its main attention in conducting Chitties/ Kuries or consumer activities could be cited as examples of the above said category. Apparently, these societies will give a look of good working institutions eligible for classification as 'A' or 'B' as per the existing audit classification procedures. In the circumstances the following further instructions are issued in regard to the audit classification of Co-operative Societies.

"A Co-operative Society, which is not fulfilling the main objective for which it is started should not be classified as 'A' or 'B'.

D. Anandavally Amma
Joint Registrar of Co-operative Societies, (Audit)

\¼À F.Un.FÂ (2) 3271/78.

klIcW kwLwcPnk{SmÀ B^okv,
Xncph\´]pcw, 1978 BKkäv 22

kÀ¡peÀ \¼À 33/78

hnjbw: **amÀ¡äwKv klIcW kwL§fpsS em`hn`P\¯nÂ പ്രൈസ് ഫ്ളക്ച്വേഷൻ ഫണ്ട്– സൃഷ്ടിക്കുന്നത് സംബന്ധിച്ച്.**

സർക്കാരിൽ നിന്നും സ്പെഷൽ പ്രൈസ് ഫ്ളക്ച്വേഷൻ ഫണ്ട് വിഹിതം e`n¡p¶Xn\v AÀlXbpff amÀ¡äwKv klIcW kwL§fpw kwkv¡cW klIcW kwL§fpw AhbpsS B Unäv dnt¸mÀ«v e`n¨p, em`hn`P\w നടത്തുന്ന അവസരത്തിൽ പ്രൈസ് ഫ്ളക്ച്വേഷൻ ഫണ്ടിലേക്ക് വിഹിതം

k l IcW kÀ¡peÀ kaml mcw

tNÀ¯Xmbn ImWp¶nÃ. IqSmsX Hmtcm hÀj¯nsâ Bcw`¯nepff hnlnXhpw X³sImÃw Iq«nt¨À¯Xpw hÀjmhkm\apff hnlnX¯ntâbpw IW¡pIÄ icnbmb coXnbnÂ FgpXn kq£n¡p¶nÃ.

AXn\mÂ amÀ¡änwK k l IcW kwL §fpsS BUnä \S¯p¶ Ahkc¯nÂ Sn kwL §Ä ap³sImÃ§fnse em`hn`P\¯nÂ ss{]k ഫ്ളക്ച്വേഷൻ ഫണ്ട് സൃഷ്ടിച്ചിട്ടുണ്ടോ എന്ന് പരിശോധിക്കേണ്ടതും അല്ലാത്ത പക്ഷം B hnhcw B Unä dnt¸mÀ«nt\msSm¸w Dff \yq\Xm kw{Kl¯nÂ സൂചിപ്പിക്കേണ്ടതുമാണ്. തുടർന്നുള്ള വർഷങ്ങളിലെ ലാഭവിഭജനത്തിൽ സംഘങ്ങളിലെ ഉപനിബന്ധനകളിൽ ഉൾക്കൊള്ളിച്ചിട്ടില്ലെങ്കിൽ പോലും പ്രൈസ് ഫ്ളക്ച്വേഷൻ ഫണ്ട് അറ്റലാഭത്തിന്റെ 10 ശതമാനം നിർബന്ധമായും സൃഷ്ടിക്കേണ്ടതാണ്.

FÃm PnÃm sU]yq«n cPnk{SmÀamcpw AknkäâcPnk{SmÀamcpw Cu hnhcw _Ôs¸« kwL §fpsSbpw DtZymKkY³amcpsSbpw {i²bnÂ കൊണ്ടുവരേണ്ടതും ടി സംഘങ്ങളിൽ പ്രൈസ് ഫ്ളക്ച്വേഷൻ ഫണ്ടിന്റെ കണക്ക് പ്രത്യേകം രജിസ്റ്ററിൽ എഴുതി സൂക്ഷിക്കുവാൻ നിർദ്ദേശം നൽകേണ്ടതുമാണ്.

ഈ സർക്കുലർ ലഭിച്ച വിവരം രേഖാമൂലം അറിയിക്കേണ്ടതാണ്.

_m_p tP¡_
k l IcW kwLw cPnk{SmÀ

No.G.21296/80. Office of the Registrar of Co-operative Societies
Trivandrum, 24-6-1980

CIRCULAR No. 45/80

Sub: **Co-operative Institutions-Gifts to the members of the Board of Directors at the cost of Societies-Instructions-Regarding.**

It has been noticed that certain Co-operative Institutions are presenting gifts to the members of their committee. The committees of Co-operative Societies are not competent to incur such expenditure. Under section 55 of the Kerala Co-operative Societies Act it is laid down that no part of the funds other than the net profits of a society shall be paid by way of bonus or dividend or otherwise distributed among its members. Section 56 of the Act deals with how the net profit of a society should be disposed. After setting apart for statutory funds like Reserve Fund, Co-operative Education Fund etc., the balance of net profit might be utilised for all or any of the purposes mentioned therein. The ex-gratia distribution of gifts to the members from out of net profit is not contemplated in the relevant provision. Thus the giving of gifts

to the members in the Committee is against the provisions of the Kerala Co-operative Societies Act. While disposing a Writ Appeal (No. 229 of 1978) the Honourable High Court has confirmed that the exgratia distribution of gifts to the members will not fall within any of the clauses (a) to (e) of section 56 of the Kerala Co-operative Societies Act and it was not therefore competent for the committee to incur any expenditure out of net profits for such purposes. The above position is brought to the notice of all concerned.

Babu Jacob
Registrar of Co-operative Societies

\¼À F.Un.FÂ. (2)23258/80. k l IcW kwLw cPn k{Smdm^o k, Xncph\´]pcw, 3þ11þ80

kÀ¡peÀ \¼À 70/80

hnjbw: **B Unäþk l IcW kwLw Poh\¡mÀ¡ ImemIme §fnÂ A\phZn¡p¶ B\pIqey§sf kw_Ôn¨ B Unä thfbnÂ]cnti m[\ \S¯p¶X kw_Ôn¨**

kqN\: **tIcf k l IcWkwLw Fwt¹mbok s^Utdjsâ XriqÀ Xmeq¡ LSI¯nÂ \n¶pw In«nbn«pff \nthZ\w.**

k l IcW kYm]\§fnse Poh\¡mÀ¡ ImemIme§fnÂ A\phZn¡p¶ tkh\ thX\ B\pIqey§Ä bYmhkc§fnÂ നൽകുന്നുണ്ടോ/ നൽകിയിട്ടുണ്ടോ എന്നുള്ള വിവരം ബന്ധപ്പെട്ട സംഘങ്ങൾ ആഡിറ്റ് ചെയ്യപ്പെടുമ്പോൾ പരിശോധിക്കപ്പെടേണ്ട ഒരു സംഗതിയാണ്. എന്നാൽ പല B UnäÀamcpw{] kXpX hnhc§Ä B Unä kab¯]cnti m[n¡m³ hogN hcp¯nbn«pffXmbn{i ²bnÂs¸«ncn¡p¶p.

taÂ¸dª]cnX: kYnXnbnÂ Xmsg¸dbp¶ \nÀt±i §Ä]pds¸Sphn¡p¶p. k l IcW kYm]\§fnse Poh\¡mcpsS tkh\ thX\ hyhkYIsf kw_Ôn¨ kÀ¡mÀ, _Ôs¸« `cWhIp¸ F¶nhnS§fnÂ \n¶pw കാലാകാലങ്ങളിൽ പുറപ്പെടുവിക്കുന്ന ഉത്തരവ് നടപ്പിൽ വരുത്തിയിട്ടുണ്ടോ എന്നുള്ള hnhcw _Ôs¸« kYm]\¯nsâ B Unä \S¯p¶ Ahkc¯nÂ പരിശോധിക്കേണ്ടതാണ്. \ne hnepff B\pIqey§Ä \ÂInbn«nsÃ¶ ImWp¶ ]£w{] kXpXhnhcw kwLw`mchmInI fpsS ശ്രദ്ധയിൽ കൊണ്ടുവരുന്നതിലേക്കായി ന്യൂനതാ സംഗ്രഹത്തിൽ ഉൾക്കൊള്ളിക്കേണ്ടതും ടി ആനുകൂല്യങ്ങൾ നൽകാൻ കഴിവില്ലാത്തതുകൊണ്ട് ഒഴിവാക്കിക്കിട്ടാൻ അപേക്ഷ സമർപ്പിച്ചില്ലെങ്കിൽ ആയതിലേക്ക് വേണ്ടി വരുന്ന തുകകൾ കണക്കാക്കി അതാതുവർഷത്തെ ആഡിറ്റ് റിപ്പോർട്ടിൽ ഉൾക്കൊള്ളിക്കുവാനും എല്ലാ ആഡിറ്റർമാരും ശ്രദ്ധിക്കേണ്ടതാണ്.

sI. F³. kptc{µ³
tPmbnâ cPn k{SmÀ (B Unä)

No. PG (2) 43699/81. Office of the Registrar of Co-operative Societies
Trivandrum, 25-11-1982

CIRCULAR No. 60/82

Sub: **Contribution-Donations by Co-operative Institutions-Instructions-Issued.**

It has come to the notice of the undersigned that the co-operative institutions are making contributions/donations to various purposes from their funds without the prior permission of the competent authorities.

The contributions/donations made by the co-operative institutions for the purposes which does not involve public interest such as farewell parties, presentation to Departmental and other officers and officers and Employees of co-operative Institutions on transfer/retirement etc. are highly irregular.

Therefore it is hereby directed that co-operative institutions should not make any contributions/donations from their funds for the above mentioned purposes and the like. Before making donations/contributions the societies should obtain prior permission of the Registrar of co-operative societies/Joint Registrar of co-operative societies of the Districts concerned for the purpose.

Joint Registrars of the Districts are requested to see that such things should not happen. If any society fails to comply with the instructions, the amounts thus paid as contribution/donation should be recovered from the persons responsible by initiating appropriate action.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.CP (2) 26006/83. Office of the Registrar of Co-operative Societies
Trivandrum, 5-5-1983

CIRCULAR No. 25/83

Sub: **Co-operative Societies-Unlawful expenditure from general funds-prohibition of**

It has been brought to the notice of the Registrar that some of the Societies are in the habit of incurring expenditure from out of the general funds without authority. Instances where societies insert advertisements in more than one publications which do not have even remote relationship with the activities of the

societies or wide circulation are not few. Normally, for the sake of publicity, the societies may advertise their activities or invite deposits through publications of repute and of fairly wide circulation so as to reach a large number of readers. The publications should be selected in consideration of the fact that their readers will be those sections of the public who form the majority of the members of the society. Publications which are not likely to reach the target groups should not be favoured with advertisements just as a favour. Further frequent advertisements just to favour the publications concerned have also to be discouraged. Cases of donations on a large scale against the provisions of section 55 of the Act have also been brought to the notice of the Registrar. The general funds should not be frittered away through donations. The share capital deposits and borrowings of a society are not available for such donations or payments by way of Ex-gratia allowances etc. Committees which authorise such payments are liable to be proceeded against under section 68 of the Act. The Joint Registrars are responsible to see that such payments are strictly avoided.

Some of the societies appear to be under the impression that expenditure on any item can be incurred provided there is provision in the annual budget. It is wrong. Unavoidable expenditure necessary in the course of the business of the society only can be incurred. The Joint Registrar should therefore, see that the annual budget of the societies are scrutinised by the Inspecting officers/ Auditors and ensure that unreasonably large outlay on such miscellaneous expenditure is not permitted. The inspectors and auditors will be given strict instructions to point out, in time, cases of budget provision or expenditure which are considered unnecessary or excessive. Deterrent action will be taken by the Joint Registrar wherever such instances are noticed.

The Auditors will be particularly alerted to ensure timely intimation of such instances of unauthorised expenditure.

The receipt of this circular may be acknowledged.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.V (2) 6859/83. Office of the Registrar of Co-operative Societies
Trivandrum, 5-5-1984

CIRCULAR No. 25/84

Sub: **Contributions /Donations etc., to various Institutions/organisations by Cooperative Societies from the general fund of the Societies against section 55 of Kerala Cooperative Societies Act, 1969- Instructions issued.**

k l IcW kÀ¡ peÀ kam I mcw

1. It has come to the notice of the Registrar of Co-operative Societies that Societies are making contributions/donations etc., to institution/organisation out of the general fund. Some of the Joint Registrars have approved such donation. This is contrary to provisions contained in Sections 55 of the Kerala Cooperative Societies Act 1969 under which no part of the general fund of a society can be utilised for such contributions/donations. All the Joint Registrars are informed that societies cannot make donations from out of the general funds. The Joint Registrars will ensure compliance with the provisions of section 55 of the Act.

2. Societies may make donation from out of the common good fund for charitable purposes as stipulated in section 56 (d) of the Act.

3. Some Societies provide for donation in the annual Budget. The budget being an estimate of income and the expenditure donations may be permitted as provided for in the budget. In other words the amount allocated for expenditure in the budget will be within the income of the year. It will not be from out of the general funds. Therefore the Joint Registrars may permit donations from out of the outlay in the budget, on satisfying themselves, that the amount donated will be well within the income of the year.

4. The purpose for which the donation is made should be only for charitable purposes as defined in sections 2 of the Charitable Endowments Act 1890.

K. P. Srinivasan
Additional Registrar of Co-op.Societies (Credit)
in charge of Registrar of Cooperative Societies

\¼À F.Un.FÂ (5) 13722/87. k l IcW kwLw cPn k{Smdm^o k,
Xncph \´]pcw, 27þ12þ1987

kÀ¡ peÀ \¼À 62/87

hn j bw: **B Unä k Yew amäw e`n ¡ p¶ B UnäÀamcnÂ \n ¶pw B Unä dnt¸mÀ«p I Ä bYm k abw e`yam ¡ p¶X kw_ Ôn¨v.**

bqWnäp I fnepw, I ¬ Idâ Xk Xn I I fnepw {] hÀ¯nsbSp ¡ p¶ B UnäÀamÀ B Unä kw_ Ôn¨]cnt im[\ I Ä]qÀ¯nbm ¡ p I bpw F ¶mÂ റിപ്പോർട്ടുകൾ തയ്യാറാക്കി സമർപ്പിക്കാതെ സ്ഥലം മാറിപ്പോകുന്നതുകൊണ്ട് ആഡിറ്റ് \S]Sn I Ä bYm k abw]qÀ¯nbm ¡ m³ I meXma k w t\cnSp ¶ Xm bn {i ² bnÂs¸«ncn ¡ p¶p.

B bXn\mÂ B Unä kw_ Ôn¨ an¡ hmpw FÃm]cnt im[\ I fpw]qÀ¯nbm ¡ p I bpw, dnt¸mÀ«p I Ä X¿mdm ¡ phm³ _m ¡ nbmhp I bpw sN¿p¶

s]mXp \nÀt±i §Ä

B UnäÀamsc kYew amän \nban¡m³ D¯chmIpt¼mÄ AhcnÂ \n¶pw e`n¡m\pff dnt¸mÀ«pIÄ e`n¨Xn\ptijwam{Xw hnSpXÂ sN¿m³ _Ôs¸« മേലധികാരികൾ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്. സ്ഥലം മാറ്റം മൂലമുള്ള HgnhpIfnÂ]pXnbXmbn \nban¡s¸Sp¶ hÀ (Fwt¹mbsaâv FIvkvtN©v, പി.എസ്.സി. പ്രമോഷൻ തുടങ്ങിയവർ) ആണ് വരേണ്ടതെങ്കിൽ സാധാരണ ഗതിയിൽ AhÀ h¶Xn\ptijw kYew amäw sN¿s¸« hyIvXnsb hnSpXÂ sNbvXmÂ aXnbmIpw.

B Unäsâ]cntim[\ Ipsd]qÀ¯nbm¡n¡gnª B UnäÀamÀ, X§fpsS]n³Kman¡v XpSÀ¶v XSkw IqSmsX]cntim[\ XpScm\mbn AXphsc sNbvXp XoÀ¯n«pff tPmensb kw_Ôn¨ kÀ«n^n¡äv, ktääpsaâpIÄ, {Iat¡SpIfpsS]«nI XpS§nbh cPnkv{SmcpsS 17þ3þ1975 ലെ 16/75 ാം നമ്പർ സർക്കുലറിൽ നിർദ്ദേശിച്ചിരിക്കുന്നതുപോലെ നൽകിയിട്ടുണ്ടെന്ന് അവരെ വിടുതൽ ചെയ്യുന്ന സമയത്ത് മേലധികാരികൾ ഉറപ്പുവരുത്തേണ്ടതാണെന്ന് IqSn HmÀ½n¸n¡p¶p.

bq. Pb\mcmbW³
kl IcW kwLw cPnkv{SmÀ

\¼À F.Un.FÂ.2.9700/89.

kl IcW kwLw cPnkv{Smdm^okv,
Xncph\´]pcw, 18þ2þ1989

kÀ¡peÀ \¼À 10/89

hnjbw: **B UnäþklIcW kYm]\§fpsS B Unäv]qÀ¯nbm¡p¶Xnepff ImeXmakw Hgnhm¡p¶Xn\pff \S]SnIÄþ IW¡pIfpw sd¡mÀUpIfpw FgpXn kq£n¡p¶Xp kw_Ôn¨v kwL§fpsS \nba]camb _m[yX Dd¸m¡p¶Xv kw_Ôn¨v.**

klIcW kwL§fpsS B Unäv bYmkabw IpSninI IqSmsX \S¯pI F¶pffXv kwL§fpsS kpKaamb {]hÀ¯\¯n\v AXy´mt]£nXamWv. B Unäv IrXykab¯v \S¡m¯Xpaqew kwL§fnÂ]Wm]lcWw, kwLw മുതലുകൾ ദുർവിനിയോഗം എന്നിവ വർദ്ധിക്കുവാൻ ഇടയുണ്ട്. ആഡിറ്റ് യഥാ സമയം നടക്കണമെന്നുണ്ടെങ്കിൽ സംഘം ഭാരവാഹികളുടെ ആത്മാർത്ഥമായ സഹകരണം e`yamsb¦nse]äpIbpffp. F¶mÂ kwkYm\s¯]e kwL§fpw dn¡mÀUpIfpw IW¡pIfpw bYmkabw FgpXn¯oÀ¡mXncn¡p¶Xpw ആണ്ടവസാന സ്റ്റേറ്റുമെന്റുകളും പട്ടികകളും കൃത്യസമയത്ത് തയ്യാറാക്കി B UnäÀamÀ¡v kaÀ¸n¡mXncn¡p¶Xpw B Unäv IpSninI hcp¶Xn\v Hcp കാരണമായി തീർന്നിട്ടുണ്ട്. ആഡിറ്റർമാർ ഈ കാര്യങ്ങൾ പരിഹരിക്കുന്നതിന് klIcW kwLw B ISnse N« §fpw \nba§fpw hn\nbmKn¡m¯Xpaqew kwLw `mchmIn IÄ B Unäv k{¼Zmbs¯ AXÀIn¡p¶ Kucht¯msS

k l IcW kÀ ¡ peÀ kam l mcw

ho £ n ¡ p ¶ nല്ല. ആഡിറ്റ് കുടിശിക തീർക്കുന്നതിനു വേണ്ടി യഥാസമയം dn ¡ mÀUp I fpw I W ¡ p I fpw F gpXn XoÀ ¡ m ¯ kw L § fpsS t] cnepw I rXy സമയത്ത് ആണ്ടവസാന ആഡിറ്റ് സ്റ്റേറ്റുമെന്റുകളും പട്ടികകളും തയ്യാറാക്കി B UnäÀ ¡ kaÀ ¸ n ¡ m ¯ kw L § fpsS t] cnepw k l IcW kw L w B I Snse N« § Ä 29, 30, 33 F ¶ nh bnÂ A \ p i m k n ¡ p ¶ \ nba] camb \ S] Sn I Ä \ S ¯ p ¶ Xn \ \ nÀt± i n ¡ p ¶ tXmsSm ¸ w _ Ô s ¸ « DtZymK k Y ³ amÀ Cu I mcy ¯ nÂ bmsXmcp hn«phogN b pw I mWn ¡ phm ³] mSnÃms b ¶ pw A \ p i m k n ¡ p ¶ p.

] n. {] `m I c ³
k l IcW kw L w cPn k { SmÀ

No.ADL (2) 38195/90. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 4-10-1990

CIRCULAR No. 33/90

Sub: **Final audit reports of Co-operative Banks coming under the purview of Banking Regulation Act-Lack of required information notice-Instructions Issued.**

Ref: **NB (T) No. POD (Credit limits)/2829/G 22/90-91 Dated 12-6-1990 from NABARD.**

It has been observed by the NABARD from some of the audit reports of the District Co-operative Central Banks, for the year 1988-89 that the Departmental Statutory Auditor's reports do not contain complete and consolidated data regarding Demand, Collection and Balance position of all loans and advances. Further, NABARD has also observed that in some of the audit reports, the figures of total overdues under term loans are being reported without mentioning the corresponding figures of demand and collection and also that the percentage of overdues is being worked out with reference to the loans outstanding instead of demand. In the above circumstances, the following instructions are issued for future guidance.

1. The final audit reports of the Banks coming under the Banking Regulation Act should contain complete and consolidated data regarding Demand, Collection and Balance position of all loans and advances.
2. The total overdues under term loans should be mentioned with the corresponding figures of demand and collection there against.
3. The percentage of overdues under loans should be worked out with reference to the demand thereon.

s]mXp \nÀt±i §Ä

As the correct informations regarding the above items are essential, in the audit reports while considering the banks application for sanction of credit limits by NABARD, the Concurrent Auditors of the District Co-operative Central Banks will ensure that the above instructions are strictly adhered to while preparing the audit reports of the banks.

The receipt of this circular should be acknowledged immediately.

K. J. Thomas
Registrar of Co-operative Societies

\¼À F.Un. FÂ(2)20903/90. k l IcW kwLw cPn k{Smdm^okv, Xncph\´]pcw, 10þ8þ1991

kÀ¡peÀ \¼À 26/91

hnjbw: **k l IcW hIp¸v þ B Unäv þ B UnänÂ XS ª p h í s¸« തുകകൾ തള്ളിക്കളഞ്ഞുകൊണ്ട D¯chp]pds¸Sphn¡p¶Xn þ \nÀt±i §Ä þ kw_Ôn¨v.**

kqN\: **B e¸pg B Unäv sU]yq«n cPn k{SmcpsS 21þ2þ1991 se Fw/ 1692/89þmw \¼À I¯v.**

\nbam\pkcWaÃm¯ hbpw, B UnänÂ AwKoIcn¡m³ Igntbm¯ hbpamb sNehpIÄ H_PIvSv sN¿pIbpw A{] Imcapff XpI IÄ B UnänÂ XS ª p വക്കാറുമുണ്ട്. ഇപ്രകാരം ആഡിറ്റിൽ XS ª p hbv¡ s¸Sp¶ C\§Ä FgpXn തള്ളിക്കയുന്നതിനുവേണ്ടി സ്ഥാപനങ്ങൾ സമർപ്പിക്കുന്ന അപേക്ഷകളിൻമേൽ A´naXocpam\wssIs¡mffp¶Xn\pap³]mbn B Unä hn`mK¯nsâ A`n{]mbw an¡ tPmbnâ cPn k{Smd· mcpw B cmbp¶nÃ F¶v Cu B ^oknsâ {i ²bnÂ s]«ncn¡p¶p.

മേലിൽ ആഡിറ്റിൽ തടഞ്ഞു വക്കപ്പെടുന്ന ഇനങ്ങൾ എഴുതി കളഞ്ഞുകൊണ്ട് (വേവ് ചെയ്തുകൊണ്ട്) ഉത്തരവ് പുറപ്പെടുവിക്കുന്നതിനു മുൻപായി 1969 ലെ കേരള k l IcW kwLwN« § fnse 62þmw N«¯nÂ A\pimkn¡p¶ FÃm \S]Sn {Ia§ fpw]qÀ¯oIcn¨ncn¡ Wsa¶v \nÀt±in¨psImffp¶p.

hn. F kv. sk´nÂ
k l IcW kwLw cPn k{SmÀ

No.ADL (1) 24701/93. Office of the Registrar of Co-operative Societies Thiruvananthapuram, 2-8-1993

CIRCULAR No. 48/93

Sub: **Audit-Guarantee given by Government of Kerala on behalf of**

k l IcW kÀ¡peÀ kamIm cw

Co-operative institutions-Maintenance of proper registers and payment of commission-verification in audit-regarding.

Ref: **1. Government Circular No. 27/87/Fin. Dated, 20-4-1987.**

2. Registrars Circular No. 43/92 dated 7-11-'92.

In the circular 1st cited Government have issued detailed instructions regarding the levy of guarantee commission from the institutions, to which the State Government stood guarantee, to the financing institutions, for providing various types of financial Assistance.

Guarantee Commission for each year ended 31st March is to be calculated at ¾% per annum, except otherwise exempted in the Government Order guaranteeing the payment. Rebate for prompt payment is also available to the institutions. It should also be noted that Government Guarantees are discharged immediately in cases where the guaranteed amounts are repaid by societies.

The State Government guarantee is a contingent liability projecting on the annual financial statement of the state. Hence the repayment of the funds raised by Co-operative Institutions on Government guarantee, and the remittance of guarantee commission at the prescribed rate by the institutions, are to be watched out strictly in audit. If there are outstanding liabilities under commission necessary provisions should be made in the balance sheet and the fact also commented in the summary of defects of the Audit Reports of the institutions concerned. Instances have come to the undersigned that, these aspects are not properly examined in audit and provision created for the outstanding liability, towards guarantee commission due to Government in the financial statements. Hence these instructions. The Concurrent Auditors, are once again reminded by the seriousness of the issue and requested to be very prompt in indicating the above details in audit.

Receipt of this circular should be acknowledged.

V. S. Senthil
Registrar of Co-operative Societies

No.ADL (2) 44821/93. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 18-11-1993

CIRCULAR No. 75/93.

Sub: **Adequacy of Security of loans and verification by the Auditors Instructions issued.**

Ref: **Registrar's Circular Nos. 32/91 dated 25-10-91 and 23/93 dated 5-4-93 (CG (1) 53251/92).**

s]mXp \nÀt±i §Ä

As a result of considerable increase in the resources position of Co-operative Credit Institutions in the State, the activities of such institutions, have been diversified and the maximum limit of loans that can be issued for various purposes have been raised. With the advent of financing individuals for starting small scale industrial concerns, purchase of vehicles etc., the maximum limit of loans that can be issued to an individual have been raised up to Rs. 5/- lakhs (five lakhs only) vide circulares cited. It has been instructed that the securities for these types of loans should be landed properties and the properties acquired by utilising such loans.

2. During the course of audit it is the duty of the Auditor, to satisfy himself as to the genuineness and adequacy of security of loans issued. In the case of mortgage loans, the mortgage deeds are to be examined with reference to the legal opinion, title deed of the property etc., and such other records as it may deem necessary, by the Auditor. Similarly in the case of other loans the agreements/bonds/ executed by the borrowers and other documents have to be examined and adequacy ensured. It has however come to the notice that some of the Auditors overlook the primary responsibility and seldom verify the documents relating to the loans, in order to ensure the adequacy and genuineness of the securities. This cause in the inaction of the part of the institutions, for the recovery of dues at appropriate time and results in bad debts. Therefore to impress upon the auditors again that, there should not be any lapse on their part to verify the adequacy of the security of loans. With a view to ensure that the loans are secured. The Auditors are hereby instructed that they shall furnish a certificate to this effect, along with the Audit Note certificate of the institutions concerned.

3. In cases, where approving authority conduct test audit they should also verify at random as to the compliance of these instructions, by the Auditors in respect of such institutions.

4. It is further informed that the Auditors, will be personally held responsible for commission/lapse on their part in this regard, noticed subsequently when the loan became irrecoverable.

5. The Auditors should also bring such instances of inadequacy of the security to the notice of the Institution concerned, then and there and obtain their views. If, it is found that the committee fail to satisfactorily explain the position, the fact may be specifically pointed out in the summary of defects.

These instructions should be strictly adhered to by all the auditors.

V. S. Senthil
Registrar of Co-operative Societies

No.ADL (2) 11703/75. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 23rd June 1975

CIRCULAR No. 48/75

Sub: **Co-operative Department-Audit-Audit of accounts of societies under liquidation-Orders issued.**

Ref : **This office circular memorandum No.ADL (1) 37775/70 dated 24-5-1971.**

At present, the accounts of Co-operative Societies which are under liquidation and coming under the administrative control of other Departments are being audited by the concerned unit auditors in the audit wing whereas in the case of societies under liquidation in this department, the accounts, including arrears, if any, are audited by the Auditors for Arbitration, Execution and Liquidation. In order to bring about uniformity in the matter, the following instructions are issued.

(1) The auditors in the audit wing need not audit the accounts of any society, under liquidation, irrespective of whether under the administrative control of this department or not. The Deputy Registrars (Audit) will immediately on receipt of copy of orders for winding up the affairs of a society, remove the name of the society from the list of societies, the accounts of which are to be audited by the regular auditors and inform the fact to the Deputy Registrar (General) and Assistant Registrars (Audit). The date from which the audit is pending should also be intimated to the Deputy Registrar (General).

(2) The Deputy Registrars (Audit) and Assistant Registrars (Audit) will maintain a register of such societies the audit of which has been entrusted to the Deputy Registrar (General). The Register should contain the following particulars.

Sl. No.	Name of society and Registration No.	Administrative Department	Year up to which audited	No. & date of orders placing the society under liquidation	No. & date of intimation sent to the Deputy Registrar (General)
(1)	(2)	(3)	(4)	(5)	(6)

(3) The details of societies under liquidation and the audits pending thereof need not be shown in the statement No. I, II and III of the monthly progress report on audit in future.

(4) The Deputy Registrars (General) will see that the audit of accounts of all societies under liquidation, including those under the Administrative control of other departments is attended to by the auditors for Arbitration, Execution and Liquidation. The arrear audit of such societies prior to the date of liquidation will also be done by them.

T. N. Jayachandran
Registrar of Co-operative Societies

No. ADL (2) 28316/77. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 12th July 1977

CIRCULAR No. 38/77

Sub : **Co-operative Department-Audit-Audit of accounts of Societies under liquidation-Issue of audit certificates-Regarding.**

Ref : **This Office circular No. 89/76 dated 26-11-1976.**

It was ordered in the reference cited that the Audit Reports of the Societies in respect of arrear audits prior to the date of liquidation should be prepared in the prescribed form in vogue separately for each Co-operative Year and that the audit certificates issued separately for each year. In this connection, it has been brought to the notice of the undersigned that many societies have gone into liquidation after the same was left defunct for years and that in those cases. Only two or three entries are seen made in the Day Book for each such year of dormancy. Thus in such cases, preparation of audit notes and certificates separately for each year will result in merely copying of previous year's audit notes and certificates for each year. As this will cause considerable loss of stationery and will lead to waste of time of the Auditor for Arbitration, Execution and Liquidation Accounts, the following instructions, modifying the circular No. 89/76 dated 26-11-1976, are issued for strict compliance.

1. The Arbitration Execution Liquidation Auditor shall prepare the Audit Report of the societies treating the whole of the unaudited period up to the date of liquidation as a single year, if adjustment entries only are seen made in the Day Book for each such year of dormancy.

2. He shall however prepare the audit reports separately for each year, if the society had made cash transactions even if they were of nominal in nature.

3. The Deputy Registrars (General) shall ensure that the Arbitration, Execution, Liquidation Auditors comply with the above instructions strictly and shall issue audit certificates as per the norms detailed as item 1 and 2 above.

4. Other instructions issued in the circular No. 89/76 dated 26-11-1976 will stand as such without any modification.

V. K. Joseph
Joint Registrar (General)
in-charge of Joint Registrar (Audit)

No.ADL (3) 45416/64. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 27th October 1964

MEMORANDUM

Sub : **Audit-Audit of accounts of wholesale Consumer Co-operative Stores-Instructions-Issued.**

Consequent on the decision of the Government to entrust the Co-operatives wherever possible with the retail and wholesale distribution of food grains, the business of the wholesale and primary Co-operative Stores has increased considerably and will continue to increase rapidly in future also. Huge amounts are being lent to these societies under Government guarantee. The need for prompt and efficient audit of these institutions has therefore become very important and the following instructions in this regard are issued to the Deputy Registrars (Audit).

Owing to the abnormal increase in the volume of transactions in the wholesale stores, the departmental auditor may not be able to check the numerous items in the sales chits and posting in the sales abstract and other subsidiary ledgers. It is therefore necessary to relieve the departmental auditor from such of the routine work which can safely be entrusted with internal checkers working under him and for this purpose it is suggested that an audit wing with one clerk (internal checker) for every four or five branches may be created in every wholesale Co-operative Stores. The cost of these clerks will be met by the stores concerned but they will work under the direct control of the departmental auditor. This suggestion was approved of by the conference of President and Secretaries of wholesale consumer stores held on 26-101964 and the Secretaries of the Wholesale Stores are being addressed through the President to implement the suggestions and form audit wings by allotting the required number of Clerks to work under the Departmental Auditor.

The departmental auditor should himself check the following items and should on no account entrust the checking of these items to the internal checkers.

(a) All items of receipts and vouchers with the cash book or day book.

(b) All bills and invoices relating to cash or credit purchases.

(c) Postings in the purchases, stock and issue register.

(d) Personal accounts of merchants and others for purchases made by the stores.

(e) All receipts of stocks into and the issue of stocks from the main godown.

(f) All entries in the suspense assets and liabilities accounts.

(g) All entries in the salesman's personal account.

(h) All entries in the Bank Accounts.

(i) All entries in the borrowing ledger.

(j) All entries in the general ledger.

(k) Test check of the work done by internal checkers.

The following items of work may be entrusted to the internal checkers,

(a) Checking of all sales chits with the sales abstract register.

(b) Calculation of prices and striking of totals in the sales chits and sales abstract register.

(c) Postings of the subsidiary ledgers.

The auditors should guard against the following common omissions and commissions in the maintenance of accounts in Co-operative stores, leading to misappropriations and fraud.

(a) Inclusion of goods purchased on credit in the stock statement without creating a corresponding liability under sundry creditors. This is a common fraud committed by unscrupulous office bearers to cover up the stocks misappropriated by them and also for showing on inflated profit.

(b) For the supply of controlled rice and paddy the wholesale stores generally deposit large sums as advance with the Civil Supply authorities or with the suppliers at the production centre. When goods against these advances pending also should be adjusted as value of the goods purchased. If the sale proceeds alone were taken into account, without debiting the cost against the advances, the profits will be inflated.

(c) In order to show a reduced cash balance sometimes the credit bills are converted into cash bills by correction or advantage is taken of a common bill for credit and cash sales (with cash/credit marked at the top) when neither of them is scored out to show clearly whether it is a cash or credit sale. The Auditor should guard against such wrong entries made by unscrupulous employees.

(d) Before verifying the cash balance, the auditor should verify the entries in the cash book up to the date of his visit with reference to the receipt, vouchers, cheque books etc., to ensure that all receipts have been brought to account and that no bogus payments are entered in it to show a reduced cash balance.

(e) Before commencing the audit the auditor should go through the bye-laws of the society and note down the important bye-laws regarding constitution, working managements, etc. He should also prepare a list of books maintained by the society and make a note, if any of the important books prescribed are not maintained and if there are cases of infringement of bye-laws.

(g) While checking vouchers and receipts correcting and overwritings without proper attestation should be enquired into in detail. The Auditor should examine whether the expenditure under establishment contingent and other charges are reasonable and are within the sanctioned limit. An amount equal to the items objected under this head should be created as a liability also. Heavy advances are being made to employees and purchasing agents for purchase which at times will be reimbursed in cash. This would amount to temporary utilisation of the society's funds and if there is any reason to believe that there is temporary swindling of cash in this manner a special report giving the details should be submitted.

(h) The Auditor should check thoroughly all the entries in the purchase, issue and stock register and the actual balance of stocks under each description of the goods for which a separate folio is opened in the register should be tallied with the actual stock found on verification. The cause for the deficit if any and the reasonableness of it should also be examined.

(i) Under the double compartmental system, the maintenance of the salesman liability register is very important. The retail stocks with the salesman should be verified at frequent intervals, at least once in a month. It should be examined

- (i) whether the salesman has remitted the entire cash collections every day to the Head Office.
- (ii) That the receipt of all articles from the Head Office is duly acknowledged by the salesman. The Auditors should see that the accounts in the depots or branches are reconciled with the accounts in the Head Office.

(j) The stock register of empty gunnies and empties are not properly maintained by many of the stores. The Auditor should check those registers and see that the empties are properly accounted for by the stores.

(k) The Auditor should also conduct surprise checking of the cash balances and certain items of stocks random as frequently as possible.

(l) The balance due to the Government in the Civil Supplies Department and other suppliers by the stores as also the amounts due to the stores from Service Co-operatives and others should be verified by obtaining periodical confirmation statements from them.

The Deputy Registrars (Audit) will issue a circular on the above lines for the guidance of the departmental auditors appointed for the concurrent audit of the wholesale Co-operative Stores.

The Deputy Registrars (Audit) will acknowledge the receipt of this circular memorandum.

(Sd/-)
For Registrar of Co-opertive Societies

\¼À kn.F k.(3) 25026/76. k l IcW kwLw cPn k{SmÀ B^o k, Xncph\´]pcw, 1977 \hw_À 30

kÀ¡peÀ \¼À 61/77

hn j bw: **sam¯ hym]mc k l IcW ktämdp I fpsS hmÀ j n I സ്റ്റോക്കെടുപ്പിൽ കുറവു കണ്ട സ്റ്റോക്ക് തുടർന്നുള്ള ktäms¡ Sp¸nÂ ImWp¶ A[n I ktäm¡mbn X«n¡gn¡p¶X kw_Ôn¨v.**

sam¯ hym]mc D]t`mIXr k l IcW ktämdp I fpsS hmÀ j n I ktäms¡ Sp¡pt¼mÄ an¡ hmdpw FÃm ktämdp I fpsSbpw ktäm¡nÂ Ipdhp വരുന്നതായി കാണുന്നുണ്ട്. ഇപ്രകാരം കുറവുള്ള സ്റ്റോക്കിന്റെ വില _Ôs¸«hcnÂ \n¶pw CuSm¡m³ FÃm ktämdnsâ bpw amt\PnwK് ഡയറക്ടർമാരെ പല ആവർത്തി നിർദ്ദേശിച്ചിട്ടുണ്ട്. തുക ഈടാക്കുന്നതിന് പല ktämdp I fpsSbpw amt\PnwK് UbdISÀamÀ ^e{]Zambn \S]Sn I Ä kzo I cn¨n«pf fXmbn ImWp¶nÃ. GXm\pw ktämdp I fpsS amt\PnwK് ഡയറക്ടർമാർ ഇപ്രകാരം കുറവു കണ്ട സ്റ്റോക്ക് പിന്നീട് ആ സ്റ്റോറിൽ സ്റ്റോക്ക് തിട്ടപ്പെടുത്തുമ്പോൾ അധികം കണ്ട സ്റ്റോക്കുമായി തട്ടിക്കിഴിക്കുന്നതായും കാണാൻ

കഴിഞ്ഞിട്ടുണ്ട്. ഈ നടപടി ആഡിറ്റു നയങ്ങൾക്ക് വിപരീതമാണ്. സത്യസന്ധമായി hym]mcw \S ¯ pI bpw IrXyambn IW ¡ pIÄ IW ¡ pIÄ kq£ n ¡ pI bpw sN¿p¶ Hcp k Ym] \ ¯ nÂ km[\ § fpsS \o ¡ nbncp¸nÂ IW ¡ nÂ ImWp¶XnÂ Ipdhmtbm IqSpXemtbm hcphm³]mSpffXÃ. N« § Ä A \pkcn¨ DW ¡ p aqehpw A fh hyXym kw apJm´ nchpw hcmhp¶ കുറവുകൾക്ക് പരിധി നിശ്ചയിച്ചിട്ടുണ്ട്. എന്നാൽ ഈ പരിധിയിൽ കൂടുതൽ k täm ¡ nÂ Ipdhp hcp¶X A{i ² aqehpw, Ir{Xnaw ImWn ¡ p¶Xp aqehpw മാത്രമാകാനേ തരമുള്ളു. ആയതിനാൽ സ്റ്റോക്കിൽ കുറവു കണ്ടാൽ ആയതിന്റെ വില ബന്ധപ്പെട്ടവരിൽ നിന്നും ഈടാക്കേണ്ടതാണ്. കുറവു കണ്ട സ്റ്റോക്കിന്റെ hne bmsXmcp ImcWh imepw IqSpXembn ImWp¶ k täm ¡ pambn X«n ¡ ngn ¡ phm³]mSpffXsÃ¶pw CXn\mÂ \n j ¡ À j n ¡ p¶p.

sI. tI i h³ \mbÀ
A Uo j WÂ cPn k{SmÀ

\¼À kn. F k .(3) 34377/78. k I IcW kwLw cPn k{SmÀ B ^o k, Xncph \ ´]pcw, 1979 amÀ¨ 9

kÀ ¡ peÀ \¼À 14/79

hn j bw: **sam¯ hym]mc k I IcW k tämdp IÄ \S¯p¶ saUn ¡ Â k tämdpI fnÂ t ISph ¶Xpw Imemh[n Ign ª Xpamb acp¶p I fpsS \ j Sw CuSm ¡ p¶Xp kw_ Ôn¨.**

sam¯ hym]mc þ k I IcW kwL §Ä \S¯n hcp¶ saUn ¡ Â k tämdp I fnÂ t ISph ¶Xpw Imemh[n Ign ª Xpamb acp¶p IÄ amän hm§p¶Xn\ an ¡ k tämdp I fpw bYm kabw \S]Sn IÄ ss I s ¡ mffp¶Xmbn ImWp¶nÃ. CXnsâ ^ eambn an ¡ k tämdp I fnepw Imemh[n Ign ª acp¶p I fpsS kwJy ap³]t ¯ ¡ mfpw hÀ ² n¨n«pffXmbn ImWp¶p. Imemh[n Ign ª acp¶p IÄ bYmh kcw amän hm§nbncp¶psh¦nÂ k tämdn\ ഉണ്ടായിട്ടുള്ള നഷ്ടത്തിൽ നല്ലൊരു ഭാഗം ഒഴിവാക്കാവുന്നതായിരുന്നു. മെഡിക്കൽ hmwKp I fnÂ acp¶p IÄ ss I Imcyw sN¿p¶ ^mÀa k n k täm, s k bnÂ k amt \m C¯ cw Imemh[n Ign ª acp¶pIsf kw_ Ôn¨ hnhcw bYm kabw ബന്ധപ്പെട്ടവരെ അറിയിക്കാതിരിക്കുന്നതുകൊണ്ടും ആണ് ഇത്തരം നഷ്ടം ഉണ്ടായിട്ടുള്ളതെന്നു കാണുന്നു. ഇപ്രകാരം ഉണ്ടായിട്ടുള്ള നഷ്ടത്തിന്റെ D ¯ chmZnXzw AXn\p ImcW ¡ mcmb hy I Xn I fnÂ Npa ¯ p¶Xnt\m k tämdp I fpsS amt\Psaân\pw Ign ª n«nÃ F ¶pw ImWmhp¶XmW. തൽഫലമായി കാലാവധി കഴിഞ്ഞ മരുന്നുകളുടെ തുക ആണ്ടോടാണ്ട് വർദ്ധിച്ചു വരുന്നതായി കാണുന്നുണ്ട്. കാലാവധി കഴിഞ്ഞ മരുന്നുകൾ അപ്പോഴപ്പോൾ മാറ്റി hm§p¶Xn\ acp¶p IÄ ss I Imcyw sN¿p¶ ^mÀa k n kä/s k bnÂ k am³

k I IcW kÀ¡peÀ kam I mcw

F ¶nhcpw AXpt]mse Xs¶ k tämdnse aä D¯chmZs¸« DtZymKkY³amcpw യഥാസമയം തന്നെ നടപടികൾ കൈക്കൊള്ളേണ്ടതും ഇക്കാര്യത്തിൽ മാനേജിംഗ് ഡയറക്ടർമാർ കൂടുതൽ ജാഗ്രത പുലർത്തേണ്ടതാണ്.

ImeIcWs¸«pt]mIm dmb acp¶pIÄ amän hm§p¶Xn\ ^mÀakn kä/ സെയിൽസ്മാൻ എന്നിവർ യഥാ സമയം നടപടികൾ കൈക്കൊള്ളേണ്ടതാണെന്നും അല്ലാത്ത പക്ഷം സ്റ്റോറിന് ഇതുമൂലം ഉണ്ടാകാവുന്ന നഷ്ടം ഇവരിൽ നിന്നും ഈടാക്കുന്നതാണെന്നും കാണിച്ചുകൊണ്ടുള്ള വിശദമായ ആഫീസ് ഉത്തരവുകൾ എല്ലാ സ്റ്റോറുകളും ഉണ്ടാക്കേണ്ടതാണെന്നും ഈ ഉത്തരവ് സെയിൽസ്മാൻ / ഫാർമസിസ്റ്റ് എന്നിവർക്ക് നൽകേണ്ടതും ആയത് കൈപ്പറ്റിയതായി ഇവരിൽ നിന്നും കയ്യൊപ്പുകൾ വാങ്ങേണ്ടതാണെന്നും ഇതിനാൽ നിഷ്ക്കർഷിക്കുന്നു. Fs´Ãmw \S]Sn{Ia§fmW C¡mcy¯nÂ Bhiyapffs X¶pffXpw Bscms¡ bmW NpaXes¸«hsc¶pffXpw B^ok HmÀUdnÂ hyIXam¡nbncn¡Ww.

C¯cw B^ok D¯chpIÄ]pds¸Sphn¨p Ign ª mÂ amt\PnwK ഡയറക്ടറുടെ ചുമതല അവസാനിച്ചുവെന്നു അർത്ഥമാകുന്നില്ല. യഥാസമയം വേണ്ട \S]SnIÄ FSp¯ \ j SwHgnhm¡p¶Xpw Ft¸mgpw amt\PnwK UbdISdpsS NpaXebmbncn¡pw. hogN hcp¯p¶ DtZymKkY³amcpsS t]cnÂ]Ww CuSm¡phm³ \S]SnIÄ FSp¡phm³ sU]}«n cPnk{SmÀamÀ ശ്രദ്ധിക്കേണ്ടതാണ്.

സഹകരണ സംഘം രജിസ്ട്രാർക്കു വേണ്ടി

No.ADL (4) 61747/82. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 17-2-1983

CIRCULAR No. 5/83

Sub: **Kerala Co-operative Milk Marketing Federation Audit of Anand Pattern Dairy Co-operatives-Arrangement.**

Ref: **1. D.O.No. 89/EA/Aud. Estt/82 Dt. 29-10-82 of the M.D. Kerala Co-operative Milk Marketing Federation.**

2. D.O.Letter No. ADL (4)-61747/82 Dt. 28-11-82 of Registrar of Co-operative Societies.

3. D.O.No.89/EA Aud.Estt./82 Dt. 27-12-82 of the Managing Director, Kerala Co-operative Milk Marketing Federation.

4. This office letter No. Fin 65821/82, dated 10-12-82 and 3-1-1983.

Government have sanctioned one post of the Assistant Registrar and 8 posts of Senior Auditors under Rule 156 part I K.S.R. for the concurrent and continuous audit of the Anand Pattern Dairy Co-operatives formed under the Operation Flood II Dairy Development Programmes. Accordingly the sanctioned posts have been filled up by appointing an Assistant Registrar and eight Senior Auditors. In order to facilitate expeditious audit of the Kerala Co-operative Milk Marketing Federation and its Primaries the following instructions are issued:-

1. To ensure the Co-ordination of the audit with the activities of the Milk Marketing Federation the Senior Auditors should chalk out their programmes in consultation with the Managing Director, of the Federation. The Managing Director will approve their monthly/by weekly advance programmes, as well as their tour diaries submitted through the Assistant Registrar/ Concurrent Auditor in the Federation. The Auditors will work according to the priorities, if any, fixed by the Managing Director and the direction issued by him for the audit will be complied with, by the auditors.

2. In addition to the quarterly concurrent audit of the Societies, the Auditors should also conduct the final audit of the Societies under the Operation Flood II Programmes. Immediately after the close of the year, but however not later than 3 months from the close, the Auditors will complete the final audit and submit the notes to the Assistant Registrar/Concurrent Auditor of the department working in the Federation who will approve the notes and issue the certificates. They should also submit quarterly concurrent audit

reports in the form prescribed by the Federation, in triplicate to the Assistant Registrar/Concurrent Auditor of the Federation before the close of the succeeding quarter. The Assistant Registrar/Concurrent Auditor will closely watch the progress of the concurrent and final audit of the Primary Societies by Senior Auditors and review their performance.

The concurrent and final audit of the Federation will be taken up by the Assistant Registrar/Concurrent Auditor of the Department working in the Federation. The Audit (final) notes of the Federation will be submitted to the Additional Registrar of Co-operative Societies (Audit) of this office by the Assistant Registrar/Concurrent Auditor within three months from the close of the year. His tour programmes should be drawn up in consultation with the Managing Director. The advance tour programmes and tour diaries of the Assistant Registrar/Concurrent Auditor should be forwarded to the Addl. Registrar of Co-operative Societies (Audit) of this office for approval with a copy to the Managing Director of the Federation.

3. The Senior Auditors/Concurrent Auditors can draw their salaries in the salary bill form duly countersigned by the Deputy Registrar(Audit) of this Department in districts under whose jurisdiction the Senior Auditors are working. The service books of the senior auditors in the federation should be maintained by the Deputy Registrars(Audit) in districts under whose jurisdiction the auditors are working and who have been authorised to countersign the salary bills. All kinds of leave except casual leave of Senior Auditors should be sanctioned by the Deputy Registrar of this department in districts who have been authorised to countersign the salary bills on the basis of the leave application submitted through the Assistant Registrar/Concurrent Auditor of the federation. The casual leave application of the Senior Auditors should be sanctioned by the Assistant Registrar/Concurrent Auditor in the federation and the casual leave of the Assistant Registrar/Concurrent Auditor should be sent to the Additional Registrar of Co-operative Societies(Audit) for sanction with a copy to the Managing Director of the Federation. The sanctioning of increments, fixation of pay and other Service matters of the Senior Concurrent Auditors should be dealt with by the Deputy Registrar(Audit) of this Department in Districts Concerned.

4. The Assistant Registrar/Concurrent Auditor in the Federation is authorised to approve the work diaries of Senior Auditors and to scrutinise and pass their T.A. bills for payment by the Federation. The tour diaries of the

Assistant Registrar/Concurrent Auditor in the Federation should be submitted to the Additional Registrar of Co-operative Societies (Audit) of this office for approval and T.A. bills of Assistant Registrar/Concurrent Auditor should be passed for payment by the Additional Registrar of Co-operative Societies (Audit) of this office.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.ADL (4) 14789/83. Office of the Registrar of Co-operative Societies
Trivandrum, 22-3-1983

CIRCULAR No. 13/83

Sub : **Kerala Co-operative Milk Marketing Federation-Audit Anand pattern Dairy Co-operatives-Erratum to Circular No. 5/83 issued.**

Read: **1. Circular No.5/83 dated 17-2-1983.**

2. D.O. 16/83/Aud/KCMMF dt. 7-3-1983 from the Assistant Registrar/Con: Auditor in the Kerala Co-operative Milk Marketing Federation.

The words "as well as their tour diaries" occurring in para 2 (instruction 1) of the Circular read as 1st paper above is deleted. The circular No.5/83 stands modified to this extent.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.ADL (2) 51703/90. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 5-1-1991

CIRCULAR No. 1/91

Sub: **Audit-Audit of Kerala Co-operative Milk Marketing Federation/ Regional Milk Producers Unions and Primary Milk Producers Co-operative Societies organised under Anand Pattern (APCOS) distribution of work consequent on sanctioning of additional posts of Assistant Registrar/Concurrent Auditors-instructions issued.**

Ref: **1. Circular No 5/83 dated 17-2-1983 of Registrar of Co-operative Societies.**

2. **G.O. Rt. No. 318/90/Co-op dated 6-8-1990.**

3. **D.O.Letter No.Aud/1/90/KCMMF.dated 26-9-1990 from the Deputy Registrar/Concurrent Auditor of Kerala Co-operative Milk Marketing Federation, Thiruvananthapuram.**

   Letter No. 70 Adm.S.M. P & 1/83 dated 21-11-'90 from the Managing Director, Kerala Co-operative Milk Marketing Federation, Thiruvananthapuram.

The audit of the Kerala Co-operative Milk Marketing Federation Limited, its affiliated Regional Milk Producers' Unions and Primary Milk Producers' Co-operative Societies organised under Anand Pattern (APCOS) in the state is now being conducted as per the procedure laid down in Registrar's Circular 1st cited by a separate wing of the department headed by a Deputy Registrar/ Concurrent Auditor and Senior Auditors, posted from time to time under Rule 156 Part I, Kerala Service Rules. Now, on the basis of the request from the Federation, Government as per the G.O. 2nd cited, have created three posts of Assistant Registrar/Concurrent Auditors at regional level with headquarters at Thiruvananthapuram, Ernakulam and Kozhikode, with the main object of timely completion of audit in a more effective manner. In order to achieve this object, distribution of the existing powers and functions of the Deputy Registrar/ Concurrent Auditor attached to the Federation, is felt necessary. The Managing Director of the Federation was consulted in the matter and the following work distribution arrangements are ordered.

2. Duties and functions of the Assistant Registrar/Concurrent Auditor.

The headquarters of the three Assistant Registrars/Concurrent Auditors will be the office of the three Regional Unions i.e. at Thiruvananthapuram, Ernakulam and Kozhikode respectively and their jurisdiction will be co-terminous with the area of the concerned Unions.

3. The undermentioned duties now being discharged by the Deputy Registrar/ Concurrent Auditor will be, discharged by these Assistant Registrar Concurrent Auditors.

(i) Approval of advance tour programmes & tour diaries of Auditors of APCOS, and their verification.

(ii) Sanctioning of casual leaves to Auditors mentioned in para 3 (1).

(iii) Approval of audit reports and issue of audit certificates in respect of APCOS, and their test audit.

(iv) Passing of the T.A. bills of the Auditors of APCOS and maintaining the connected registers and records up-to date.

(v) Maintenance of the registers and records relating to audit.

(vi) Submission of monthly progress report of audit of APCOS to Registrar etc.

(vii) Monthly review of the work done by the Auditors working under the Assistant Registrar/Concurrent Auditor and taking follow-up action.

(viii) Writing of the confidential records (performance appraisals) of Senior Auditors under him.

Further, the Assistant Registrar/Concurrent Auditors should also assist the Deputy Registrar/Concurrent Auditor to conduct audit of the Regional unions and their units and they should also attend to other works allotted to them by the Deputy Registrar/Concurrent Auditor.

4. Duties and functions of the Deputy Registrar/Concurrent Auditor.

In addition to the overall supervision, control, periodical review of the progress of the entire audit wing attached to the Federation, the Deputy Registrar/ Concurrent Auditor will have the following powers and duties.

(i) approval of advance tour programme and tour diaries of Assistant Registrars and Auditors of Regional Unions, Kerala Co-operative Milk Marketing Federation Limited and their Units and verification of the same.

(ii) Sanctioning of Casual leaves of Assistant Registrar/Concurrent Auditors and also of the Auditors who are working directly under his control.

(iii) Passing of the T.A. Bills of Assistant Registrar/Concurrent Auditors and also of the Auditors who are working directly under his control.

(iv) Audit of Kerala Co-operative Milk Marketing Federation and Regional unions and their units.

(v) Monthly review of the progress of audit of APCOS and work done by the Assistant Registrar/Concurrent Auditors and furnishing copy of the review promptly to the Registrar.

(vi) Preparation and submission of the monthly progress report and D.O. narrative report to the Registrar of Co-op. Societies promptly.

(vii) Timely writing of the confidential records (performance appraisals) of Assistant Registrars and Senior Auditors directly working under him and forwarding the same to the Additional Registrar (Audit) for review.

(viii) Review of the confidential records written by the Assistant Registrars and Forwarding the same to the concerned Deputy Registrars (Audit) for safe custody.

(ix) Ensuring realisation of the audit cost in advance as instructed by Government and maintenance of the registers and records relating to the same.

(x) Other works, if any, allotted from time to time the Additional Registrar (Audit) and Registrar of Co-op: Societies.

5. Establishment matters:

The responsibility of drawing and disbursing the salary and allowances of the Auditors and keeping all the registers and records relating to the same and maintenance of service books, sanctioning of leave other than Casual leave, etc. will vest with the respective Deputy Registrar (Audit) in the districts where the headquarters of the concerned Regional Union is situated. The authority for sanctioning leave (other than Casual leave) to the Assistant Registrars attached to the Regional Union will also vest with the Deputy Registrars (Audit) of the district.

6. Additional Registrar (Audit) in this office will closely watch the performance of the Deputy Registrar/Concurrent Auditor and Assistant Registrar/ Concurrent Auditor, periodically review their work and ensure that the above instructions are followed up promptly.

7. This office Circular No. 5/83 dated 17-2-’83 stands modified to the above extent.

K. J. Thomas
Registrar of Co-operative societies

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PL&C (3) 42134/72. Office of the Registrar of Co-operative Societies
Trivandrum, 22-11-1972

From

The Registrar of Co-operative Societies

To

All Central Co-operative Banks.

Sir,

Sub: **Central Co-operative Banks-Inspection by Reserve Bank of India-Rectification of defects-General instruction issued-Regarding.**

The Reserve Bank of India is conducting periodical inspection of Central Banks and they communicate inspection reports thereon to concerned banks and their observation on various points regarding the working of the bank. The Central Bank has to forward their compliance report after considering the observation of Reserve Bank of India by the Board of Directors of the Banks within a period of 3 months from the date of receipt of inspection report by the Bank.

It is noticed that the Central Bank do not usually invite the Deputy Registrar of Co-operative Societies of the concerned District, while discussing the inspection reports by the board. The presence of Deputy Registrar at the time of discussion of such inspection report will be very helpful in the matter of rectification of defects and making suggestions etc. on various steps to be taken by the Central Bank. Besides this the Deputy Registrar will also be in a position to know how far the defects have been rectified and whether the Reserve Bank of India's suggestions could be implemented without any difficulty.

The Central Banks are therefore requested to invite the Deputy Registrar in the District while discussing the inspection report of Reserve Bank of India by the board. The Deputy Registrars are also requested to attend such meetings and give necessary instructions to set right the lapses. While they forward the remarks on the compliance report of the Central Banks they should indicate how far the suggestions of the Reserve Bank of India could be implemented by the bank and also the action taken by the Bank to rectify the defect.

Please acknowledge receipt of this letter.

Yours faithfully

(Sd/-)

For Registrar of Co-operative Societies

No. PL & C (1) 49802/76. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 25th November 1976

CIRCULAR No. 79/76

Sub: **Central Co-operative Banks-Supervision of Societies instructions-Issued.**

The Reserve Bank of India while reviewing the Agricultural situation on Kerala has absorbed that the supervision of societies in the districts by Central Co-operative Banks is not satisfactory. It was also observed that in the case of Trichur District Co-operative Bank as against 640 inspections of societies required to be conducted in 1974-75, only 24 inspections were carried out. So also in Cannanore District though inspections/visit were required to be conducted once in 6 months / 3 months, several societies were not inspected/visited continuously for long periods. In Ernakulam District 166 inspections were in arrears for the year 1975-76 as on 30-6-1975.

It is seen that Central Co-operative Banks are not giving much attention to the work of inspection and supervision of societies as per the time schedule. All Central Co-operative Banks are requested to chalk out necessary programme for inspection and supervision of societies and see that the same is carried out by the authorities concerned as per the programme chalked out.

(Sd/-)
For Registrar of Co-operative Societies

No.V (I)19819/82. Office of the Registrar of Co-operative Societies
Trivandrum, 17-4-1982

CIRCULAR No. 12/1982

It has come to the notice of the Registrar that Officers of the Department who are appointed as enquiry officers in disciplinary cases do not complete the enquiry in time. If the enquiry officers do their work in right earnestness there is no reason why the enquiry could not be completed in time.

It has also been notice that one of the reasons, for the non-completion of enquiries is due to the transfer of the officers who happen to be enquiry officers. In such cases it is hereby instructed that the Enquiry Officers who have initiated the enquiry should proceed with the enquiry even after their transfer from the post under intimation to Registrar of Co-operative Societies.

]cnt im[\ At\zjWw kÀ¨mÀP

This is not applicable to Officers who are transferred on deputation to other officers or organisations.

M. S. Joseph
Registrar of Co-operative Societies

\¼À Pn. 62650/86. k l IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 2þ5þ1987

kÀ¡peÀ \¼À 16/87

hnjbw: **k l IcW kwL§fnÂ \S¯p¶ At\zjWw,]cntim[\, B Unäv F¶nhbnÂ shfnhmIp¶ hnhc§Ä A\[nIrXambn** **വെളിപ്പെടുത്തുന്നത് നിരോധിച്ചുകൊണ്ടുള്ള നിർദ്ദേശങ്ങൾ.**

k l IcW kwL§fnÂ]cntim[\, At\zjWw, B Unäv XpS§nbh \S¯p¶ Nne DtZymKk\Y³amÀ Cu \S]SnIfnÂ shfnhmIp¶ t]mcmbaIfpw Ipdhp Ifpw{Iat¡SpIfpw kw_Ôn¨pff hnhc§Ä hmÀ¯m am[ya§Ä¡v \ÂInhcp¶Xmbpw AXp hgn _Ôs¸« AwK§Ä¡v A]IoÀ¯nbpw aäpw ഉണ്ടാകുന്നതായും പരാതി ഉണ്ടായിരിക്കുന്നു.

2. hIp¸ptZymKk\Y³amÀ kwL§fnÂ]cntim[\/At\zjWw/B Unäv F¶nh \S¯pt¼mtgm AsÃ¦nÂ _Ôs¸« ^bepIÄ ssIImcyw sN¿pt¼mtgm aäp Xc¯nepff GsX¦nepw HutZymKnI IrXy \nÀhlW¯nÂ GÀs¸«ncn¡pt¼mtgm shfnhmIp¶ hnhc§Ä D¯chmZnXzt¯mSpw NpaXem ബോധത്തോടും കൂടി കൈകാര്യം ചെയ്യേണ്ടതാണ്. ഈദൃശ വിവരങ്ങൾ നേരിട്ടു hmÀ¯m am[ya§Ä¡v \ÂIphm³]mSpffXÃ. Ch \ÂIp¶Xn\v Un¸mÀ«psaâv DtZymKk\Y³amÀ¡v bmsXmcp AhImitam A[nImctam CÃm¯XmIp¶p. kÀ¡mÀ DtZymKk\Y³amÀ F¶ \nebnemWv k l IcW kwL§fnÂ At\zjWw/B Unäv/]cntim[\ F¶nh \S¯p¶Xv. Cu Imcyw മറന്ന് ഒദ്യോഗിക കാര്യങ്ങളിൽ പാലിക്കേണ്ട രഹസ്യ സ്വഭാവം നിലനിർത്താതെ {]hÀ¯n¡p¶Xv IpäIcamWv. At\zjW¯nepw]cntim[\bnepw B Unänepw _Ôs¸« ^bepIÄ ssIImcyw sN¿pt¼mgpw aäpw shfnhmIp¶ hnhc§Ä hmÀ¯m am[ya§Ä¡pw aäpw tNmÀ¶p t]mIms Xcl kyambn tae[nImcnIÄ¡v റിപ്പോർട്ട് ചെയ്യുകയെന്നുള്ളതാണ് വകുപ്പുദ്യോഗസ്ഥൻമാർ ചെയ്യേണ്ടത്. മേൽ kqNn¸n¨n«pff \nÀt±i§Ä¡v hn]coXambn{]hÀ¯n¡p¶ DtZymKk\Y³amÀ in£W \S]SnIÄ¡v hnt[bambn¯ocp¶XmWv.

3. tPmbnâv cPnk{Smd·mcpw/sUs]}«n cPnk{Smc³amcpw (B Unäv) Cu നിർദ്ദേശം എല്ലാ കീഴുദ്യോഗസ്ഥൻമാരുടെയും ശ്രദ്ധയിൽ കൊണ്ടുവരേണ്ടതും ആയത് കർശനമായി പാലിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

sI. sP. tXmakv
AUojWÂ cPnk{SmÀ (s{IUnäv)

k l lcW kÀ¡peÀ kaml mcw

\¼À kn.Pn. (1) 28469/87. k l lcW kwLwcPnk{Smdm^okv, Xncph\´]pcw, 26þ5þ1987

kÀ¡peÀ \¼À 21/87

hnjbw: **{]mYanl k l lcW _m¦pIÄ (AÀ_³ _m¦pIÄ)þdnkÀhv _m¦nsâ]cntim[\ kw_ Ônb]cntim[\ dnt¸mÀ«nsâ cIky kz`mhw \ne\nÀ¯p¶Xv kw_ Ôn¨v.**

kqN\: **dnkÀhv _m¦nsâ No^v Hm^okdpsS 7þ5þ87 XobXnbnepff Un.H. _n.Un.s F.F Âþ4798/sPþ1/86þ87 \¼À I¯v.**

{]mYanI k l lcW _m¦pIfnÂ (AÀ_³ _m¦pIÄ) dnkÀhv _m¦v \S¯p¶]cntim[\ ¡p ti jw Ab ¡p¶ \}\XI fpw \nÀt±i § fpw AS§p¶]cntim[\ dnt¸mÀ«v]et¸mgpw bpIvXamb \S]SnIÄ കൈക്കൊള്ളുന്നതിനു വേണ്ടി ജോയിന്റ് രജിസ്ട്രാർ/ അസിസ്റ്റന്റ് രജിസ്ട്രാർ B ^okpIfnte ¡pw AXmXp _m¦pIfnte ¡pw Ab¨psImSp¡pI]XnhmWv. {]kXpX dnt¸mÀ«nÂ]dbp¶ ImcyÂ§fpsS cIky kz`mhw kq£n¡p¶ Imcy¯nÂ hogN hcp¯psX¶v dnkÀhp _m¦nsâ hyIXamb \nÀt±i hpw \nehnepffXmWv. F¶mepw Nne Ahkc§fnÂ Nne Imcy§Ä tNmÀ¶p പത്ര വാർത്തകളിലും മറ്റും സ്ഥാനം പിടിക്കുന്നതായി ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ഇതു A\`ne j WobamIbmÂ _ Ôs¸« FÃmhcpw]cntim[\m dnt¸mÀ«n³ taÂ bpIvXamb \S]SnIÄ ssIs¡mffp¶tXmsSm¸w B bXnÂ]dbp¶ Imcy§fpsSbpw XpSÀ¶p \S¯p¶ Fgp¯pIp¯pIfpsSbpw cIkykz`mhw കാത്തു സൂക്ഷിക്കുന്നതിൽ ബദ്ധശ്രദ്ധരാകേണ്ടതാണെന്ന് നിർദ്ദേശിക്കുന്നു.

sI. sP. tXmakv
AUoj WÂ cPnk{SmÀ (s{IUnäv)

\¼À Pn.9872/88. k l lcW kwLwcPnk{SmÀ B^okv, Xncph\´]pcw, 2þ3þ1988

kÀ¡peÀ \¼À 13/88

hnjbw: **k l lcW kwL§fpsS]cntim[\þhogN IqSmsX \S¯m³ വേണ്ട ഏർപ്പാടുകൾ ചെയ്യണമെന്നു നിർദ്ദേശം നൽകുന്നു.**

kqN\: **1. Cu B^oknse 7þ12þ74 se 64/74 (^bÂ \¼À Pn.3þ42535/ 74) \¼À kÀ¡peÀ.**

2. Cu B^oknse 31þ1þ1984 se 9/84 \¼À (^bÂ \¼À hn.(2.)59925/83) kÀ¡peÀ.

]cntim[\ At\zjWw kÀ¨mÀP

kllcW kwL§fpsS]cntim[\ ImemIme§fnÂ hlp¸ptZymKkY³amÀ sN¿p¶Xns\ kw_Ôn¨ Nne \nÀt±i§Ä kqN\bnÂ ImWn¨ncn¡p¶ kÀ¡pedpIfnÂ FÃm PnÃm tPmbnâ cPnk{SmÀamÀ¡pw \ÂInbncp¶p. \nehnepff \nÀt±ia\pkcn¨ tPmbnâ cPnk{SmÀ, AknkäâcPnk{SmÀamÀ, C³ks]IsSÀamÀ F¶o hlp¸ptZymKkY³amÀ Hcp amk¯nÂ Ipdª Xaq¶p kwL§fpsSan¶Â പരിശോധനകളും രണ്ടു സംഘങ്ങളുടെ വിശദ പരിശോധനകളും നടത്തണമെന്നാണ്. Hmtcm ss{Xamk¯nepw Hcp kÀ¡nfnepff FÃm kwL§fpsSbpw]cntim[\ AknkäâcPnk{SmÀamcmepw C³ks]IsSÀamcmepw \S¯¯¡coXnbnÂ AhÀ¡ SmÀPä \niNbn¨p sImSp¡p¶ NpaXe PnÃm tPmbnâ രജിസ്ട്രാർമാരെ ഏൽപ്പിച്ചിട്ടുണ്ടായിരുന്നു. മാത്രമല്ല എല്ലാ സംഘങ്ങളുടെയും പരിശോധന ഉറപ്പു വരുത്തുന്നതിനു വേണ്ടി അസിസ്റ്റന്റ് രജിസ്ട്രാർമാർക്ക സംഘങ്ങളുടെ പരിശോധനക്കുള്ള ടാർജറ്റ് നിശ്ചയിച്ചുകൊണ്ടുള്ള “tdmt«j ³ cPnkäÀ” tPmbnâ cPnk{SmÀ B^oknepw, C³ks]IsSÀamÀ¡ SmÀPä നിശ്ചയിച്ചു കൊണ്ടുള്ള “tdmt«j ³ cPnkäÀ” AknkäâcPnk{SmÀ B^oknepw FgpXn kq£n¡Wsa¶ \nÀt±iw \ÂInbncp¶p.

F¶mÂ C¡mcy¯nepff tPmbnâ cPnk{SmÀamcpsSbpw AknkäâcPnk{SmÀamcpsSbpw C³ks]IsSÀamcpsSbpw ap³Ime {]hÀ¯\w s]mXphmbn hnebncp¯nbXnÂ kwL§fpsS]cntim[\¡mbn \niNbn¨n«pff an\naw SmÀPä t]mepw an¡ amk§fnepw ssIhcn¡p¶XnÂ പരാജയപ്പെട്ടിരിക്കുന്നതായി കണ്ടിരിക്കുന്നു. മിക്ക ജില്ലകളിലും ടാർജറ്റിന്റെ]IpXnbnÂ Ipdª F®w kwL§fpsS]cntim[\IÄ am{Xta]e amk§fnepw \S¯nbn«pffq. kwL§fpsS taÂt\m«hpw]cntim[\bpw hlp¸nse ^oÂUptZymKkY³amcpsS Gähpw]ca{][m\amb NpaXe IfmIbmÂ C¡mcy¯nepff hogN AXoh Kucht¯msS ho£n¡p¶p. പരിശോധനയിൽ ഉണ്ടാകുന്ന കുറവ് സംഘങ്ങളെ ശരിയായ രീതിയിൽ നിയന്ത്രിക്കുന്നതിനും തെറ്റുകുറ്റങ്ങൾ അതാതു കാലങ്ങളിൽ കണ്ടു പിടിച്ചു നല്ല രീതിയിൽ നടത്തിക്കൊണ്ടു പോകുന്നതിനുള്ള മാർഗ്ഗനിർദ്ദേശം തക്കസമയത്ത് \ÂIp¶Xn\pw hnLmXambn \nÂ¡p¶XmWv. taÂ kmINcy¯nÂ Xmsg¸dbp¶ \nÀt±i§Ä ASnb´ncambn \S¸nem¡p¶Xn\mbn \ÂIp¶p.

1. hlp¸nse PnÃm A[nImcnsb¶ \nebnÂ tPmbnâ cPnk{Smd³amÀ¡ `cW]camb Imcy§fnepw IogptZymKkY³amcpsS{]hÀ¯\w]p\chtemI\w sN¿p¶Xn\pw aoänwKpIfnepw tIm¬^d³kpIfnepw aäpw IpsS¡qsS പങ്കെടുക്കേണ്ടതിനാലും കൃത്യാന്തര ബാഹുല്യം നിമിത്തം ഓരോ മാസവും അഞ്ചു സംഘങ്ങളുടെ പരിശോധനക്ക് സമയം കണ്ടെത്തുവാൻ കഴിയുന്നില്ലെന്ന് t_m[ys¸«ncn¡p¶p. BbXn\mÂ tPmbnâ cPnk{SmÀamÀ Hmtcm amkhpw അഞ്ചു സംഘം പരിശോധനകൾ നിർബന്ധമായും നടത്തേണ്ടതാണെന്ന നിർദ്ദേശത്തിൽ അയവു വരുത്തിക്കൊണ്ട് ഏറ്റവും കുറഞ്ഞത് രണ്ടു സംഘങ്ങളുടെ

k I IcW kÀ¡peÀ kam I mcw

an¶Â]cnt im[\ I fpwHcp kwL ¯nsâ hniZ]cnt im[\ bpw \S¯ Wsa¶ CXn\mÂ \nÀt±in¡p¶p. IqSmsX A knkäâ cPnk{SmÀ B ^oknÂ \n¶pw aäpw e`n¡p¶]cnt im[\m dnt¸mÀ«pI fnÂ Ipd ª X 10 % ¯n\ptaÂ sSk äp പരിശോധനകൾ നടത്താൻ ജോയിന്റ് രജിസ്ട്രാർ സമയം കണ്ടെത്തേണ്ടതും മേൽ നടപടികൾ കൈക്കൊള്ളേണ്ടതുമാണ്.

2. tPmbnâ cPnk{SmÀ B ^oknse]«nIPmXn/]«nI hÀ¤ A knkäâ cPnk{SmÀamcpw Hmtcm amk hpw Ipd ª X ap¶p kwL § fpsS an¶Â പരിശോധനകളും രണ്ട് സംഘങ്ങളുടെ വിശദ പരിശോധനകളും തീർച്ചയായും നടത്തിയിരിക്കേണ്ടതാണ്. ഇവർക്കുള്ള ടാർജറ്റ് ജോയിന്റ് രജിസ്ട്രാർ ഓരോ amk hpw IqSp¶ A knkäâ cPnk{SmÀamcpsS {]Xnamk kt½f\ ¯nÂ നിശ്ചയിച്ച് അറിയിക്കേണ്ടതും റോട്ടേഷൻ രജിസ്റ്ററിൽ ആയതു രേഖപ്പെടുത്തേണ്ടതും ഏതെല്ലാം സംഘങ്ങളുടെ പരിശോധനകളാണ് നടത്തേണ്ടതെന്നും നിർദ്ദേശിക്കേണ്ടതുമാണ്. ഓരോ പ്രതിമാസ സമ്മേളനത്തിലും പിൻതുടർന്നു വരുന്ന മാസത്തേക്കുള്ള ടാർജറ്റ് വേണം നിശ്ചയിച്ചു നൽകേണ്ടത്. Cu kt½f\ ¯nÂ A knkäâ cPnk{SmÀamcnÂ \n¶pw e`n¨]cnt im[\m dnt¸mÀ«pI fpsS shfn¨ ¯nÂ Ign ª amk ¯nÂ AhÀ ssI hcn¨ t\«w വിലയിരുത്തേണ്ടതും അത് (മാസം തോറും) അവലോകനം ചെയ്തു അവലോകന dnt¸mÀ«nsâ Hcp] IÀ¸ ASp¯ amkw 15 \p ap³]mbn cPnk{SmÀ¡p സമർപ്പിക്കേണ്ടതുമാണ്. രജിസ്ട്രാർ ആഫീസിൽ ജി സെക്ഷനിൽ ഒരു പീരിയോഡിക്കൽ ഇതിനുവേണ്ടി തുടങ്ങുന്നതായിരിക്കും.

3. AtXt]mse¯s¶ kÀ¡nfpIfnse C³ks]ISd³amÀ¡pff hcpw amkt¯¡pff SmÀPäA XmXp A knkäâp cPnk{SmÀamÀ FÃm amk hpw 25þmw XobXn¡p ap³]mbn \niNbn¨p“tdmt« j ³ cPnkädn”Â tcJs¸Sp¯n അവരെ അറിയിക്കേണ്ടതും ഓരോ മാസവും കൂടുന്ന ഇൻസ്പെക്ടറൻമാരുടെ kt½f\ ¯nÂ AhÀ Ign ª amk § fnÂ ssI hcn¨ t\«w hnebncp¯n അവലോകനം ചെയ്യേണ്ടതുമാണ്.

GsXÃmw kwL § fnÂ F§s\bpff]cnt im[\ I fmW നടത്തേണ്ടതെന്ന് അസിസ്റ്റന്റു രജിസ്ട്രാർ നിർദ്ദേശിക്കേണ്ടതാണ്. C³ks]ISd³amcnÂ \n¶pw e`n¨n«pff]cnt im[\ dnt¸mÀ«nsâ shfn¨ ¯nÂ am{Xta Hmtcm amkt¯ bpw t\«§Ä hnebncp¯phm³]mSpffp. C³ks]ISd³amÀ kaÀ¸n¡p¶]cnt im[\ dnt¸mÀ«pIfnÂ 10%ത്തിന്റെയെങ്കിലും ടെസ്റ്റ് പരിശോധന അസിസ്റ്റന്റ് രജിസ്ട്രാർ നടത്തേണ്ടതാണ്. IqSmsX tPmbnâ cPnk{SmÀ hnfn¨p Iq«p¶ A knkäâ cPnk{Smd³amcpsS {]Xnamk kt½f\ ¯nÂ Hmtcm kÀ¡nfnepapff C³ks]ISd³amcpsS ഇക്കാര്യത്തിലുള്ള പ്രവർത്തനം വിലയിരുത്തേണ്ടതും വീഴ്ചക്കാരുടെ മേൽ A knkäâ cPnk{Smd³amcpsS A`n{]mbw IqSn IW¡nseSp¯ taÂ നടപടികൾ കൈക്കോളേളണ്ടതുമാണ്.

]cntim[\ At\zjWw kÀ¨mÀP

4. C³ks]lSd³amÀ ¡pff]cntim[\ ¡pff SmÀPä Aknkäâ cPnk{Smd³amÀ \niNbn¨p \ÂIpt¼mÄ Hcp kÀ¡nfnepff FÃm kwL§fpsSbpw GsX¦nepw Xc¯nepff]cntim[\ ap¶pamkw കൂടിയിരിക്കുമ്പോൾ ഒരു പ്രാവശ്യം നിർബന്ധമായും നടക്കുന്നുണ്ടെന്നും ഉറപ്പു വരുത്തുന്ന വിധമായിരിക്കണം ചെയ്യേണ്ടത്.

5. kÀ¡nfnepff Aknkäâ cPnk{Smd³amÀ ¡pff SmÀPä \niNbn¨p \ÂIpt¼mÄ kÀhoknkl IcW kwL§Ä/^mÀtagk kÀhoknkl IcW kwL§Ä XpS§nb henb kwL§fnepw \nc´cambn]cmXnIÄ ¡pw aäpw വിധേയമായിക്കൊണ്ടിരിക്കുന്ന സംഘങ്ങളിലും മറ്റും പരിശോധനക്കായി നിയോഗിക്കാൻ ശ്രദ്ധിക്കേണ്ടതാണ്.

6. sdmt«j³ cPnkäÀ Xmsg]dbp¶ {]t^mÀabnÂ thWw FgpXn kp£n¡m³.

]cntim[\m DtZymKkYsâ t]cpw kYm\t¸cpw:þ

1. amkw :
2. GsXÃmw kwL§fpsS]cntim[\ ¡mbn SmÀPä \niNbn¨p കൊടുക്കേണ്ട സംഘങ്ങളുടെ എണ്ണവും പേരു വിവരവും :
3.]cntim[\ ¡mbn NpaXes¸Sp¯nb DtZymKkYsâ XobXntbmSp IqSnb ssIsbm¸ :
4.]cntim[\ \S¯ntbm CÃtbm F¶ :
5.]cntim[\ dnt¸mÀ« B^oknÂ e`n¨ XobXn :
6. GsX¦nepw kwL§fpsS]cntim[\ \S¯nbnsÃ¦nÂ AXn\pff]cntim[\ DtZymKkYsâ \ymboIcW§fpw tPmbnâ cPnk{SmdpsS/ Aknkäâ cPnk{SmdpsS A`n{]mbhpw :
7.]cntim[\ dnt¸mÀ«n³taÂ F´p \S]Sn kzoIcn¨psh¶ Xnsâ kmcmwiw :
8. A`n{]mbw :

tPmbnâ cPnk{SmÀ B^oknsâbpw Aknkäâ cPnk{SmÀ B^oknsâbpw]cntim[\mthfIfnÂ CucPnkäÀ IrXyambn apS§msX FgpXn സൂക്ഷിക്കുന്നുണ്ടോയെന്നു ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാർ പരിശോധിക്കേണ്ടതാണ്.

7. atäXp HutZymKnI IrXy \nÀhlWs¯ ¡mfpw ap³KW\ \ÂIn നിർവഹിക്കേണ്ട ഒരു കാര്യമാകയാൽ, അസിസ്റ്റന്റ് രജിസ്ട്രാറൻമാരുടെയും C³ks]lSd³amcpsSbpw tIm¬^nU³jyÂ dnt¸mÀ«pIÄ _Ôs¸« DtZymKkY³amÀ FgpXn kp£n¡pt¼mÄ kwL§fpsS]cntim[\IÄ നടത്തുന്നതിന് അവർക്കുണ്ടായിട്ടുള്ള നേട്ടങ്ങളും വീഴ്ചകളും ശരിയായി വിലയിരുത്തി hnile\wsNbXXn\ptijw IqSn thWw Ah FgpXphm³.

k l IcW kÀ¡peÀ kaml mcw

8. kwL § fpsS]cnt im[\ IÄ \S¯phm³ GsX¦nepw DtZymKkY³amÀ \nc´ cambn hogN hcp¯p¶p F¶p ImWp¶] £w B DtZymKkYs\Xnsc IrXy hntem]¯n\mbn 1960 se tIcf knhnÂ kÀhokpIÄ (XcwXncn¡epw, \nb{´Whpw, A¸oepw) N«§Ä A\pkcn¨ A¨S¡ \S]Sn ssIs¡mffphm³ tPmbnâ cPnk{SmÀ / AknkäâcPnk{SmÀ \S]SnIÄ അതാതു സമയങ്ങളിൽ കൈക്കൊള്ളേണ്ടതാണ്.

9. kwLw]cnt im[\sb kw_Ôn¨pff AknkäâcPnk{SmÀamcpsSbpw C³ks] ISd³amcpsSbpw Hmtcm amkt¯ bpw {]hÀ¯\w PnÃm tPmbnâ രജിസ്ട്രാർമാർ പ്രത്യേകം അവലോകനം ചെയ്യേണ്ടതും അവലോകന റിപ്പോർട്ടിന്റെ Hcp {]Xn Cu B^oknÂ ASp¯amkw 15þmw XobXn¡p ap³]mbn Ab¨p തരേണ്ടതുമാണ്. രജിസ്ട്രാർ ആഫീസിൽ എല്ലാ ജില്ലകളിലും ചെയ്തിട്ടുള്ള സംഘം പരിശോധനാ ജോലികൾ ഓരോ ത്രൈമാസത്തിലും അവലോകനം ചെയ്യേണ്ടതാണ്.

10. Cu kÀ¡peÀ ssI¸änb hnhcw DSs\ Xs¶ tPmbnâ cPnk{SmÀamÀ അറിയിക്കേണ്ടതാണ്.

bq. Pb\mcmbW³
k l IcW kwLw cPnk{SmÀ

\¼À kn.]n. (2) 36678/85.

k l IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 4þ3þ1991

k l IcW kwLw cPnk{SmÀ

FÃm tPmbnâ cPnk{SmÀamÀ¡pw
FÃm AknkäâcPnk{SmÀamÀ¡pw (P\dÂ)

kÀ,

hnjbw: **tIcf k l IcW \nbaw 65, 66, 68 hIp¸v {]Imcapff]cnt im[\bpw At\zjW§fpw bYm kabw dnt¸mÀ«v kaÀ¸n¡p¶Xpþkw_Ôn¨v.**

kqN\: **]me¡mSv tPmbnâ cPnk{SmdpsS 19þ1þ1991 se 4665/80/ kn.BÀ.]n. \¼À I¯v.**

k l IcW kYm]\§fnse [\m] IcW§Ä, AgnaXnIÄ, aäp {IaclnX \S]SnIÄ F¶nhsb¸än At\zjn¡p¶Xn\v tIcf k l IcW \nbaw 65, 66, 63 hIp¸pIÄ {]Imcw k l IcW hIp¸ptZymKkY³amÀ¡v A[nImcapffXmWtÃm? F¶mÂ]Wm] IcWhpw aäp {Iat¡SpIfpw {i²bnÂs¸Sp¶ Ahkc¯nÂ, tIcf k l IcW \nba{]Imcw At\zjW¯n\v D¯chnSpIbpw At\zjWw]qÀ¯nbm¡n dnt¸mÀ«p

നൽകുന്നതിൽ അക്ഷന്തവ്യമായ കാലതാമസം ഉണ്ടാകുകയും ചെയ്യുന്നതായി കാണുന്നുണ്ട്. ഇങ്ങനെയുള്ള ചില കേസുകളിൽ അന്വേഷണത്തിന് ഉത്തരവിട്ട് hÀj§fmsb¦nepw CXphsc At\zjWw Bcw`n¡pI t]mepw ഉണ്ടായിട്ടില്ലായെന്ന് ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. വകുപ്പുദ്യോഗസ്ഥൻമാരുടെ ജോലികൾ അവലോകനം ചെയ്യേണ്ട ജോയിന്റ് രജിസ്ട്രാറും സർക്കിളിലെ അസി. cPnk{Smdpw At\zjW¯n\ D¯chnSpIbpw X§fpsS NpaXe Ignªp F¶ A\pam\¯nÂ]n¶oSpff At\zjW¯nsâ]ptcmKXn hnebncp¯pItbm Ahtem I\w \S¯pItbm sN¿p¶Xmbn ImWp¶nÃ.

{Iat¡SpIÄ bYmkabw {i²bnÂs¸Sp¶ Ahkc¯nÂ At\zjW¯n\ D¯chnSpIbpw D¯chnÂ \nPs¸Sp¯nbn«pff ImebfhnÂ തന്നെ റിപ്പോർട്ടു സമർപ്പിക്കുകയും ചെയ്യേണ്ടതാണ്. അല്ലാതെയുള്ള ഏതു നടപടിയും taÂ hIp¸pIfpsS{]kIXnXs¶ \jSs¸Sp¯p¶Xn\p am{Xta DXIpIbpffq. BbXp At\zjWw {]Ik\amsW¶ [mcW AwK§fpsSbpw aäp സഹകാരികളുടെയും ഇടയിൽ ഉണ്ടാകുകയും കുറ്റവാളികൾ നിയമത്തിന്റെ പിടിയിൽ \n¶c£s¸Sp¶Xn\pw CSbmIpw.

tPmbnâ cPnk{SmÀamcpw Akn. cPnk{SmÀamcpw taen D¯chmIp¶ അന്വേഷണം യഥാസമയം പൂർത്തിയാക്കി റിപ്പോർട്ടു നൽകുന്നുണ്ടെന്നും bYmkabw taÂ \S]SnIÄ ssIs¡mffp¶psh¶pw Dd¸phcp¯pIbpw ചെയ്യേണ്ടതാണ്. ജോയിന്റ് രജിസ്ട്രാർമാരും അസി: രജിസ്ട്രാർമാരും തങ്ങളുടെ Iognepff DtZymKkY³amcpsS tPmen {]Xnamkw Ahtem I\w sN¿p¶ വേളയിൽ ഇക്കാര്യം ശ്രദ്ധിക്കേണ്ടതുമാണ്. അതോടൊപ്പം ജോയിന്റ് രജിസ്ട്രാർമാർ ഓഫീസുകളിലും സർക്കിൾ ഓഫീസുകളിലും ഇതു സംബന്ധിച്ചു സൂക്ഷിക്കേണ്ട രജിസ്റ്ററുകൾ സൂക്ഷിക്കുന്നുണ്ടോയെന്നും ആയവ ആവശ്യമായ രേഖപ്പെടുത്തലുകൾ സഹിതം കാലാനുസൃതമാക്കിയിട്ടുണ്ടെന്നും ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാർ ഉറപ്പാക്കേണ്ടതുമാണ്.

taÂ \nÀt±i§Ä tPmbnâ cPnk{SmÀamcpw Akn. cPnk{SmÀamcpw തങ്ങളുടെ കീഴിലുള്ള ഉദ്യോഗസ്ഥൻമാരുടെ ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതും Ct¸mÄ XoÀ¸m¡m³ _m¡nbpff At\zjW§Ä¡pw]cnt im[\IÄ¡pw ASnb´nc]cnKW\IÄ¡pw Hcp kab_ÔnX]cn]mSn X¿mdm¡n തീർപ്പാക്കേണ്ടതും ഇക്കാര്യത്തിൽ ഉണ്ടാകുന്ന വീഴ്ച അത്യന്തം ഗൗരവപൂർവം ho£n¡psa¶pw D¯chmZnIfmb DtZymKkY³amcpsS taÂ in£W \S]SnIÄ ssIs¡mffpsa¶pw Adnbn¡p¶p.

സഹകരണ സംഘം രജിസ്ട്രാർക്കുവേണ്ടി

No.LO.53907/90. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 17-11-1990

CIRCULAR No. 37/90

Sub: **Co-operative Societies Act, 1969 (Kerala), S.68-Conditions precedent to attract the section-Facts giving rise to the charge have to be disclosed in the course of an audit under S.63, inquiry under S.66 or winding up of Society-Wilful negligence meaning of-Negligence simpliciter is not sufficient-Conditions necessary to attract the section.**

This is to bring to the notice of the Departmental officers that in A.K. Francis v. Joint Registrar (1990 (2) KLT 470) the Hon. High Court of Kerala had elaborately examined the conditions precedent to attract S.68 and the interpretation of the word “wilful negligence” appearing in various enactments with reference to the case law decided by the learned English and Indian Judges.

The facts and decisions of the case are narrated below:-

The petitioner in the above O.P. was the Chief Promoter and Director of the Thiroor Service Co-operative Bank Limited (the Bank for short), and its president since 1964, The Bank is a Co-operative Society registered under the Act. The Managing Committee of the society had passed resolutions from time to time sanctioning payment of conveyance allowance to the petitioner at the rate of Rs. 100/- from 1.1.1976, Rs. 150/- from 1.1.1978, Rs.250/- from 1.7.1979, Rs.300/- from 7.1.1981 and Rs. 450/- from 1.7.1982. The petitioner had drawn the conveyance allowance accordingly at the rates sanctioned amongst others, during the period from 2.2.1982 to 31.10.1983.

The society had purchased a car for its purposes. But no driver was appointed. The vehicle was being driven by the petitioner himself. The vehicle was available for use between 1.2.1982 to 31.10.1983.

The budgets presented for the approval of the General Body of the bank every year from 1978-79 to 1984-85 had made provision for the amount of conveyance allowance payable to the petitioner at the prevailing rates. The General Body had not raised any objection to the payment at any time. The payment of the conveyance allowance had thus the approval of the General Body of the Bank.

Some members of the Bank had filed petition before the first respondent Joint Registrar alleging mal-administration by the managing committee headed by

the petitioner. A resolution was also passed at a meeting of the General Body held on 25-11-1984 to disallow the conveyance allowance due to the petitioner from 1-2-1982 to 31-10-1983, one of the irregularities alleged in the petition mentioned above was regarding the payment of conveyance allowance to the petitioner. On receipt of this petition, the Joint Registrar directed the Assistant Registrar (Vigilance), Trichur to conduct an enquiry. On the basis of the report of the Assistant Registrar, the first respondent issued notice Ext. P 13 dated 24-6-1985 directing the petitioner to show-cause why an order should not be passed under section 68 surcharging him for the amount of conveyance allowance of Rs. 9,000- received between 1-2-1982 and 31-10-1983. The notice Ext. P13 stated that the drawing of the allowance was due to “wilful negligence” and thereby the petitioner had wilfully caused deficiency of Rs. 9,000-in the assets of the Bank.

The petitioner showed cause but that was not accepted by the first respondent and he passed the order Ext., P.13A directing recovery of Rs. 9,000 with interest at 18% per annum from 31-10-1983 from the petitioner. In making this direction the first respondent was not prepared to give credit for the resolutions of the managing committee sanctioning the payment. It was stated that “as the first officer” of the Bank, petitioner cannot absolve himself of his responsibility in this fashion by relying on the managing committee’s resolutions. The petitioner’s contention that the Act or the Rules or the bye-laws did not prohibit such payment was treated as negative. “This again adds that he was wilfully neglected reasoning”. It was also held that the petitioner had not given the log book and tour notes to the Bank. Further the General Body resolution of 25-11-1984 had objected to the amount. For all these reasons the order of recovery of Rs. 9,000/- was passed, as stated above.

The Petitioner challenged the order unsuccessfully in appeal and Ext. P 17 is the ultimate order of the Government in the appeal after the reconsideration ordered by this court.

The question for consideration is whether the action is valid and wether it is justified under S.68 of the Act, S 68 reads:

“68. Surcharge:- (1) If in the course of an audit, inquiry, inspection or the winding up of a society, it is found that any person, who is or was entrusted with the organisation or management of such society or who is or has at any time been an officer or an employee of the society, has made any payment contrary to this Act, the rules or the bye-laws, or had caused any deficiency in the assets of the society by breach of trust or wilful negligence or has misappropriated or fraudulently retained any money or their property belonging to such society or has destroyed or caused the destruction of the records, the Registrar may, of his own motion or on the

application of the committee, liquidator or any creditor, inquire himself or direct any person authorised by him by an order in writing in this behalf to inquire into the conduct of such person".

The first requirement of the section, which constitutes the condition precedent to its operation is that the payment contemplated or the deficiency in the assets of the societies should have been found in the course of audit, inquiry, inspection or the winding up of the society. The section can be invoked by the Registrar only if the finding was made in this manner and not otherwise. The facts giving rise to the charge have to be disclosed in the course of an audit under S. 63, inquiry under S. 65, inspection under S.66 or on the winding up of the society.

There is no case that the disclosure about the conveyance allowance was made in the curse of any audit or inspection. The inquiry ordered by the first respondent on the complain petition was also not one under S. 65 of the Act. Therefore the essential condition for S. 68 to be invoked did not exist and the entire proceedings leading to Exts. P. 13.A and P.17 have to fall as wanting in jurisdiction.

The further requirement of S. 68 is that the payment or deficiency in the assets of the society was made, or caused by breach of trust or wilful negligence or misappropriation or fraudulent retention of money. It is not the mere wrongful payment or causing of deficiency in the assets that attract S. 68, but the further fact that such payment or deficiency was made or caused by the breach of trust, wilful negligence, misappropriation or fraud of the persons concerned. Unless the latter ingredient is found to exist, action under S 68 is ruled out.

The charge against the petitioner is that he wilfully neglected the legal aspects. The respondent's case is that he was wilfully negligent, though it is not clarified as to how he was wilfully negligent. The cliche 'wilful neglect' finds a place in Ext.P.13.A. But Government does not find wilful negligence on the part of petitioner anywhere in Ext.P.17 though they uphold the action of the Joint Registrar. The question therefore, is whether the petitioner is guilty of such negligence as would justify action under S.68 assuming that he has caused deficiency of Rs. 9,000/- in the assets of the Bank.

Having regard to the interpretations and discussions in respect of the term "wilful" appearing in various enactments, as found in the case-law decided by the learned English and Indian Judges which serve as a guide to the construction of the term 'wilful' used in S.71(1) of the Act, I am of view that in order to pass a surcharge order under that section against a person entrusted with the organisation

and management of a cooperative society or an officer or servant there of, such person should have done an actionable wrong, either by commission or omission, in a deliberate and reprehensible manner, with reckless callousness and with a supine indifference (but not by accident or inadvertence), without taking due care and precaution ordinarily expected from a reasonable and prudent man under those existing circumstances, that is to say, not caring what the result of his carelessness would be. To make it explicit, it may be stated that he should have acted in breach of legal obligations or in conscious disregard of duty or with an intentional failure to perform the manifest duty, in the performance of which the public have an interest, and that such commission should be the proximate cause of the loss or deficiency in question.

The uniform trend of decisions is therefore, that negligence simpliciter is not sufficient to visit the officer of a Co-operative society with proceedings under S.68. His conduct should be wilful, implying culpability with an element of deliberateness or mensrea involved in the conduct or omission which resulted in the loss. Without such conduct or omission, resulting in loss to the society, the Registrar is not entitled to proceed under S.68. or to pass an order of surcharge.

Proceedings for surcharge are serious in their import, akin to misfeasance proceedings under S. 543 of the Companies Act. Under that Act however, the procedure is elaborate as in civil cases, and the person concerned gets full opportunity of putting forward his pleas before the High Court in relation to the charge of misfeasance or malfeasance. On the other hand, the proceedings under S. 68 are at a departmental level, at the level of the Joint Registrar of Co-operative Societies in ordinary cases, with only the remedy of an appeal to Government. It is therefore, imperative that the special statutory remedy of surcharge is invoked only if the conditions prescribed by S.68 are strictly complied with. A person can be proceeded against, and visited with liability, only if an objective assessment of the evidence and the materials available on record leads to the irresistible inference that the person concerned is guilty of one or other of the acts specified in the section. A mere routine, mechanical chanting of the section or of the acts mentioned, without anything more, is not sufficient in law to sustain an order of surcharge. It should be based on relevant and adequate materials on which a court could satisfy itself that the person concerned was guilty of breach of trust, wilful negligence, misappropriation or fraud.

The gist of the decision is reproduced below for the information of all officers of this department.

“The first requirement of the section, which constitutes the condition precedent for it’s operation, is that the payment contemplated or the deficiency

in the assets of the society should have been found in the course of audit, inquiry, inspection or the winding up of the society. The section can be invoked by the Registrar only if the finding was upmade in this manner and not otherwise. The facts giving rise to the charge have to be disclosed in the course of an audit under S. 63, inquiry under S. 65 inspection under S.69 or on the winding up of the society.

There is no case that the disclosure about the conveyance allowance was made in the course of audit or inspection- The enquiry ordered by the first respondent or the complaint petition was also not one under S. 65 of the Act. Therefore, the essential condition for S.68 to be invoked did not exist and the entire proceedings leading to Exts. P. 13A and P.17 have to fall as wanting in jurisdiction.

The further requirement of S.68 is that the payment or deficiency in the assets of the society was made or caused by breach of trust or wilful negligence or misappropriation or fraudulent retention of money. It is not the mere wrongful payment or causing of deficiency in the assets that attracts S. 68, but the further fact that such payment or deficiency was made or caused by the breach of trust, wilful negligence, misappropriation or fraud of the person concerned. Unless the latter ingredient is found to exist, action under S. 68 is ruled out. Negligence simpliciter is not sufficient to visit the officer of a Co-operative society with proceedings under S.68. His conduct should be wilful, implying culpability with an element of deliberateness or mensrea involved in the conduct or omission which resulted in the loss. Without such conduct or omission, resulting in loss to the society, the Registrar is not entitled to proceed under S.68 or to pass an order of surcharge. A person can be proceed against, and visited with liability, only if an objective assessment of the evidence and the materials available on record leads to the irresistible inference that the person concerned is guilty of one or other of the acts specified in the section. A mere routine, mechanical chanting of the section or of the acts mention, without anything more, is not sufficient in law to sustain an order of surcharge. It should be based on relevant and adequate materials on which a court could satisfy itself that the person concerned was guilty of breach of trust, wilful negligence, misappropriation or fraud".

All the officers in this Department will note the above decision of the Hon.High Court for future guidance.

K. J. Thomas
Registrar of Co-operative Societies

]cntim[\ At\zjWw kÀ¨mÀP

\¼À Pn. 34914/93 | kllcW kwLwcPnk{SmÀ B^okv, Xncph\´]pcw, 27þ8þ1993

kÀ¡peÀ \¼À 53/93

hnjbw: **kllcW hIp¸þkllcW kwL§fpsS]cntim[\ lÀi\ \nÀt±i§Ä]pds¸Sphn¡¶p.**

kqN\: 1. **cPnk{SmdpsS 13/88 mw \¼À kÀ¡peÀ**

2. **cPnk{SmdpsS 35/91 mw \¼À kÀ¡peÀ**

kllcW hIp¸nse hnPne³ kv hn`mKw \S¯nb]cntim[\Ifnð]e സംഘങ്ങളിലും, ഗുരുതരമായ ക്രമക്കേടുകൾ കണ്ടെത്തുകയും, പല സംഘങ്ങളിലും [\m] IcWhpw{Iat¡SpIfpw, \nbahncp² {]hÀ¯\§fpw hÀj§fmbn നടന്നു വരുന്നുണ്ടെങ്കിലും ആയത് യഥാസമയം കണ്ടെത്തുകയോ, ആഡിറ്റർ കണ്ടെത്തിയ ക്രമക്കേടുകളിൽ വിശദമായ പരിശോധന നടത്തുകയോ, ക്രമക്കേടുകൾ XSbp¶Xn\pw, D¯chmZnIÄs¡Xnsc bYmkabw \S]SnIÄ ssIs¡mffp¶Xn\pw kwL§fpsS]cntim[\ \S¯p¶Xn\pw, B Unäv \S¯p¶Xn\pw NpaXes¸« hIp¸v DZymKkvY³amÀ, KpcpXchpw, A£´hyhpamb Aew`ാവവും പുലർത്തി വരുന്നതായും കണ്ടെത്തിയിട്ടുണ്ട്. kwL§fpsS ]cntim[\ bYmhkcw \S¯p¶XnÂ hIp¸v DtZymKkvYÀ ]peÀ¯nh¶ Cu Aew`mhw ImcWamWv,]e kwL§fnepw e£¡W¡n\v cq]bpsS [\m] IcWw hÀj§fmbn \S¶psh¦nepw{i² bnÂs¸SmsX t]mbXv എന്നും ബോദ്ധ്യപ്പെട്ടിട്ടുണ്ട്. ഇത്തരം സം`h§Ä kllcW kwL§fpsS hnizmkyXXIÀ¡phm³ am{Xta DXIq F¶Xn\mÂ, bYmkabw ]cntim[\ \S¯m¯ DtZymKkvY³amcpsS Aew`mhw KpcpXcambn¯s¶ ho£n¡pIbmWv.

kqN\ H¶nse kÀ¡peÀ {]ImcCw, Xmsg¸dbp¶ hIp¸v ഉദ്യോഗസ്ഥൻമാർ ഒരു മാസം നടത്തിയിരിക്കേണ്ട പരിശോധനകളുടെ വിവരം ചുവടെ ചേർക്കും പ്രകാരം നിജപ്പെടുത്തിയിട്ടുണ്ട്.

	an¶Â]cntim[\	hniZ]cntim[\
tPmbnâv cPnk{SmÀ	2	1
Aknkäâv cPnk{SmÀ (P\dÂ)	3	2
Aknkäâv cPnk{SmÀ (Fkv.kn./Fkv.Sn).	3	2
C³ks]IvSÀ	3	2

k I IcW kÀ ¡ peÀ kam I mcw

സൂചന രണ്ടിലെ സർക്കുലറിലും സംഘങ്ങളുടെ പരിശോധന വീഴ്ച കൂടാതെ നടത്തേണ്ട ആവശ്യം ആവർത്തിച്ച് നൽകിbncp ¶psh ¦nepw, Gähpw {]m[m\yw നൽകി നിർവഹിക്കേണ്ട സംഘങ്ങളുടെ പരിശോധനയിൽ വകുപ്പ് ഉദ്യാഗസ്ഥൻമാർ Xn I ª Aew`mhw ]peÀ¯ p¶p F¶X Xn I ¨pw Kuchambn ho£n ¡ p I bmW. bmsXmcp \ymbo I cWhpw C ¡ mcy¯nepff hogN ¡ km[q I cWam I p¶nÃ. taÂ km I Ncy¯nÂ k I IcW kwL § fpsS ]cnt i m[\ i I Xns¸Sp¯ p¶ Xnsâ `mKambn NphsS tNÀ ¡ p¶ \nÀt± i § Ä]pds¸Sphn ¡ p¶ p.

FÃm tPmbnâ cPn k {SmÀamcpw, {] Xnam k PnÃbnse Hmtcm {]mYan I k I IcW kwL¯nepw hn i Zamb]cnt i m[\ \nÀ_Ôambpw നടത്തിയിരിക്കേണ്ടതാണ്. ആയതിനു പുറമേ മിന്നൽ പരിശോധന നടത്തേണ്ട രണ്ടു kwL § fnÂ Hcp kwLw \nÀ_Ôambpw,]«n I PmXn/]«n I hÀ¤ സഹകരണസംഘം ആയിരിക്കേണ്ടതാണ്.

Xmeq ¡ nse A k ിസ്റ്റന്റ് രജിസ്ട്രാർ (ജനറൽ) താലൂക്കിലെ രണ്ടു സഹകരണ സംഘങ്ങളിൽ വിശദ പരിശോധന നടത്തേണ്ടതും, അതിൽ 1, പ്രാഥമിക I mÀ j n I k I IcW kwL tam, ^mÀtag k _mt ¦ m,]«n I PmXn/]«n I hÀ¤ സഹകരണ സംഘമോ മാർക്കറ്റിംഗ് സഹകരണ സംഘമോ ആയിരിക്കേണ്ടതുമാണ്. മിന്നൽ പരിശോധന നടത്തേണ്ട മൂന്നു സംഘങ്ങളിൽ ഒരു സംഘം നിർബന്ധമായും k ¡ qÄ k I IcW kwL tam, {]mYan I I ¬ kyqaÀ k I IcW kwL tam ആയിരിക്കേണ്ടതുമാണ്.

A k n k äâ cPn k {SmÀ (F k .k n./F k .Sn.) bpw, cPn k {SmÀ]pds¸Sphn¨n«pff kÀ ¡ peÀ \nÀt± i § Ä {] I mcw A t\z j W § Ä നിർബന്ധമായും നടത്തേണ്ടതും എല്ലാ പട്ടികജാതി/പട്ടികവർഗ്ഗ സഹകരണ സംഘങ്ങളിലും യഥാസമയം പരിശോധന നടത്തുന്നുണ്ടെന്നു ഉറപ്പാക്കേണ്ടതുമാണ്.

B bXുപോലെത്തന്നെ താലൂക്കിലെ യൂണിറ്റ് ഇൻസ്പെക്ടർ, രണ്ടു സംഘങ്ങളിൽ വിശദമായ പരിശോധന നടത്തേണ്ടതും, ആയതിൽ ഒന്ന് പ്രാഥമിക കാർഷിക സംഘമോ/ഫാർമേഴ്സ് ബാങ്കോ ആയിരിക്കേണ്ടതുമാണ്. മിന്നൽ പരിശോധന നടത്തേണ്ട സംഘങ്ങളിൽ, ഒന്ന്, നിർബന്ധമായും സ്ക്കൂൾ സഹകരണസംഘം ആയിരിക്കേണ്ടതുമാണ്.

am{XaÃ Xmeq ¡ nÂ \nehnepff F Bâ C C³ k s] I SÀamÀ ¡ B h i yamb tPmen `mcw CsÃ¶ A k n k äâ cPn k {SmÀ ¡ t_m²yamhp I bmsW¦nÂ, A k n k äâ cPn k {SmÀ I qSpXÂ kwL § fpsS പരിശോധന ആവശ്യപ്പെടേണ്ടതാണ്. കൂടാതെ പരാതികൾ സംബന്ധിച്ച് A t\z j Whpw AXp kw_Ôn¨ dnt¸mÀ«p I fpw I meXma k w I qSmsX നൽകേണ്ടതാണ്.

]cmt i m[\ A t \z j Ww kÀ¨mÀP

A t \z j Ww \S ¯ p ¶ Xnte ¡ mbn tdmt« j ³ cPn k äÀ \nÀ _ Ô ambpw PnÃm B ^o k nepw kÀ ¡ nÄ B ^o k p I fnepw kq £ nt ¡ ണ്ടതും ഒരു നിശ്ചിത I mebf hn\pf fnÂ ¯ s ¶ Xmeq ¡ ntebpw/PnÃ I fntebpw FÃm k I I cW സംഘങ്ങളിലും ക്രമമായി അന്വേഷണം നടക്കുന്നു എന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്. A t \z j Ww \S ¯ n dnt ¸ mÀ«p I Ä Xmeq ¡ nse C ³ k s] I SÀamÀ, A k n k äâ cPn k {SmÀ (P \ dÂ) ¡ pw, A k n k äâ cPn k {SmdptSX, PnÃbnse tPmbnâ രജിസ്ട്രാർക്കും അയച്ചു കൊടുക്കേണ്ടതും ആകുന്നു. അതോടൊപ്പം, അന്വേഷണ വേളയിൽ കണ്ടെടുത്ത കാര്യങ്ങളിൻമേൽ, താലൂക്ക് തലത്തിൽ തന്നെ മേൽ നടപടികൾ നടത്തേണ്ടതും ആകുന്നു. ആ അന്വേഷണ റിപ്പോർട്ടുകളുടെ ASn k Ym\ ¯ nÂ _ Ô s ¸ « A k n k äâ cPn k {Smdpw, tPmbnâ cPn k {Smdpw സംഘങ്ങളിൻമേൽ പരിശോധന നടത്തേണ്ടതും ആകുന്നു.

am{XaÃ kwL § fpsS]cmt i m[\ I Ä bYmhn[n \S ¡ m ¯ Xn\mÂ Cu B ^o k nÂ hnPne ³ k A t \z j W ¯ n\pw aäpambn \nch [n]cmXn I Ä \nc ´ cw ലഭിച്ചുകൊണ്ടിരിയ്ക്കുന്നു. എന്നാൽ ഇപ്രകാരം ലഭിക്കുന്ന എല്ലാ പരാതികളിലും A t \z j Ww \S ¯ p ¶ Xn\, \ne hnepf f hnPne ³ k hn`mK ¯ nÂ B h i yamb {I ao I cW § Ä CÃm ¯ Xn\mÂ km[yam I p I bnÃ. A Xn\mÂ A{] I mcw e`n ¡ p ¶]cmXn I Ä, Cu B ^o k nÂ \n ¶ pw A b ¨ p Xcp ¶ Xpw B bXn ³ taÂ, \n i NnX കാലാവധിക്കകം അന്വേഷണം നടത്തി യഥാസമയം റിപ്പാർട്ടു നൽകേണ്ടതുമാണ്.

PnÃbnse h I p ¸ ptZymK k Y ³ amcpsS k w L w]cmt i m[\ A htem I \w \S ¯ n dnt ¸ mÀ«p tPmbnâ cPn k {SmcpsS Un. H. \ tcäoh dnt ¸ mÀ«nt \msSm ¸ w എല്ലാ മാസവും 10 ാം തീയതിക്കു മുൻപ് അയച്ചുതരേണ്ടതാണ്.

A h tem I \ dnt ¸ mÀ«nÂ, C ³ k s] I SÀ A k n k äâ cPn k {SmÀ XpS § nb hcpsS t] c, Hmtcm am k hpw]cmt i m[\ \S ¯ nb k w L § fpsS t] c,]cmt i m[\ dnt ¸ mÀ«n ³ taÂ k zo I cn¨ \S] Sn, k zo I cn¨ k nhnÂ/{ I nan\ Â \S] Sn I Ä, tdmt« j ³ cPn k äÀ {] I mcamtWm]cmt i m[\ \S ¯ nb Xp XpS § nb വിവരങ്ങൾ ഉൾക്കൊള്ളിയ്ക്കേണ്ടതാണ്.

{] Xnam k]cmt i m[\ bnÂ I pdhp hcp ¯ p I tbm]cmt i m[\ \S ¯ n dnt ¸ mÀ«p \ Â I mXncn ¡ p I tbm sN¿p ¶ DtZymK k Y ³ amcpsS t] cp hnhchpw A ¯ cw DtZymK Ø · mcpsS ap ³ I qÀ t{] m{Kmapw X ³ am k s ¯ UbdnbpsS ഒരു ശരിപ്പകർപ്പും അവലോകന റിപ്പോർട്ടിനോടൊപ്പം ഉൾക്കൊള്ളിക്കേണ്ടതുമാണ്.

tPmbnâ cPn k {SmdpsS Hm ^o k nse k n. B À]n.s k £ ³ A htem I \w സംബന്ധിച്ച ജോലികൾ കൈകാര്യം ചെയ്യേണ്ടതും ജോയിന്റ് രജിസ്ട്രാർ ഓഫീസിലെ A Uan\n k t{S j ³ hn`mKw A k n k äâ cPn k {SmÀ,]ptcmKXn dnt ¸ mÀ«p cPn k {SmÀ ¡ A b ¨ p s I mSp ¡ p ¶ Xn\mbpf f 't \mU Â Hm ^o k dp'ambncn ¡ pw ഇക്കാര്യത്തിലുണ്ടാകുന്ന വീഴ്ചക്ക്, ജോയിന്റ് രജിസ്ട്രാറോടൊപ്പം തന്നെ ബന്ധപ്പെട്ട s k £ \pw, A Uan\n k t{S j ³ A k n k äâ cPn k {Smdpw hy I Xn] cambn Xs ¶ D ¯ chmZn I fmbncn ¡ pw F ¶ pw HmÀ½s ¸ Sp ¯ p ¶ p.

k l IcW kÀ¡peÀ kamImcw

B Unä thfbntem,]n¶oS]cnt im[\bntem, _Ôs¸« hIp¸ptZymKkY³amcpsS]cnt im[\bpsS A`mh¯ntem, Ae£yambn പരിശോധന നടത്തുക മൂലമോ ആണ് സംഘത്തിൽ ക്രമക്കേടുകൾ ഉണ്ടാകുവാനും, B hÀ¯n¡phm³ ImcWsa¶pw, യഥാസമയം കണ്ടു പിടിക്കുവാൻ Ignbm¯sX¶pw t_m²ys¸SpIbmsW¦nÂ Sn Imebfhnse _Ôs¸« DtZymKkY³amsc hyIXn]cambn Ipä¡mcmbn IW¡m¡p¶Xpw A hÀs¡Xnsc IrXyhntem]¯n\ in£W \S]SnIÄ ssIs¡mffp¶tXmsSm¸w tPmenbnepff hogN sXfnªmÂ i¼f¯nÂ \n¶ Xp I CuSm¡p¶XpÄs¸sSbpff \S]SnIÄ ssIs¡mffp¶Xpambncn¡pw.

kÀ¡pednse hnhc§Ä _Ôs¸« FÃmhIp¸ DtZymKkY³amcptSbpw ശ്രദ്ധവിൽ പെടുത്തേണ്ടതാണ്.

Cu kÀ¡pലർ കൈപ്പറ്റിയ വിവരം അറിയിക്കേണ്ടതാണ്.

hn. F k. sk´nÂ
k l IcW kwLw cPnk{SmÀ

\¼À Pn.20121/94.

k l IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 18þ5þ1994

kÀ¡peÀ \¼À 13/94

hnjbw: **k l IcW hIp¸ k l IcW kwL§fpsS]cnt im[\ hogN IqSmsX \S¯p¶Xp kw_Ôn¨ \nÀt±i§Ä]pds¸Sphn¡p¶p.**

kqN\: **Cu B^oknse 27þ8þ93 se 53/93 me \¼À kÀ¡peÀ.**

k l IcW kwഘങ്ങളുടെ പരിശോധന കൃത്യമായി നടത്തേണ്ടതു kw_Ôn¨pff hyIXamb \nÀt±i§Ä kqN\bnÂ ImWn¨ncn¡p¶ സർക്കുലറിൽ എല്ലാ ജോയിന്റ് രജിസ്ട്രാർമാർക്കും നൽകിയിട്ടുണ്ട്. ഓരോ വകുപ്പുദ്യോഗസ്ഥൻമാരും ഓരോ മാസം നടത്തിയിരിക്കേണ്ട കുറഞ്ഞ പരിശോധനകളുടെ വിവരം താഴെ ചേർക്കും പ്രകാരം നിജപ്പെടുത്തിയിട്ടുണ്ട്.

	an¶Â]cnt im[\	hniZ]cnt im[\
tPmbnâ cPnk{SmÀ	2	1
A knkäâ cPnk{SmÀ (P\dÂ)	3	2
A knkäâ cPnk{SmÀ (F k. kn./F k.Sn).	3	2
C³ks]IÀ	3	2

]cntim[\ At\zjWw kÀ¨mÀP

F¶mÂ kllcWkwL §fpsS]cntim[\ \S¯p¶Xp kw_Ôn¨ tPmbnâ cPnk{SmÀamcpsSbpw AknkäâpcPnk{SmÀamcptSbpw, Ign ª Hcp hÀjs¯ {]hÀ¯\w Ahteml\w sNbXXnÂ taÂ \niNbn¨ {]Imcw an\naw SmÀPä t]mepw sslhcn¡p¶XnÂ hfscb[nIw t]cpw]cmPbs¸«ncn¡p¶Xmbn ImWp¶p. CXpXnI¨pwKpcpXcamb A\mkYbmW. Ign ª hÀj¯nÂ tPmbnâ cPnk{SmÀamcpw AknkäâcPnk{SmÀamcpw \S¯nb kwL §fpsS]cntim[\bpsS t\«wshdpw A©p iXam\¯n\pw XmsgbmsW¶p ImWp¶p.

hIp¸ptZymKkY³amÀ Gähpw {]m[m\yw \ÂIn നിർവഹിക്കേണ്ട kwL §fpsS]cntim[\bnÂ XnI ª Aew`mhw]peÀ¯p¶p F¶X KuchXcambn ho£níp¶p. Cu hogN¡ bmsXmcp \ymboIcWhpw km[qIcWhpanÃ.

PnÃbnse hIp¸ptZymKkY³amÀ Hmtcm amkhpw \S¯p¶ kwLw]cntim[\ Ahteml\w \S¯n Ahteml\ dnt¸mÀ«nsâ]IÀ¸ tPmbnâ cPnk{SmÀamcpsS Un.H.\tcäoh dnt¸mÀ«nt\msSm¸w FÃm amkhpw 10 mw XobXn¡p മുൻപായി ഈ ആഫീസിലേക്ക് നിർബന്ധമായും അയച്ചു തരേണ്ടതാണ് എന്ന സൂചന kÀ¡pednse \nÀt±iw]e tPmbnâ cPnk{SmÀamcpw IrXyambn]men¡p¶nÃ.

സഹകരണ സംഘങ്ങളുടെ പരിശോധന നടത്തേണ്ട ഉദ്യോഗസ്ഥൻമാർ AhcpsS Hmtcm amkt¯ bpwap³ IqÀ bm{X]cn]mSnbnÂ SmÀPä A\pkcn¨p നടത്തേണ്ട പരിശോധനയുടെ വിവരം ഉൾപ്പെടുത്തേണ്ടതും അതനുസരിച്ച് സംഘങ്ങളുടെ പരിശോധന നിർബന്ധമായും നടത്തേണ്ടതുമാണ്. അല്ലാത്തപക്ഷം Sn DtZymKkY³amcpsS SqÀ Ubdn bmsXmcp ImcWhimepw _Ôs¸« taeptZymKkY³amÀ AwKoIcn¡pItbm bm{Xm_¯ A\phZn¡pItbm sN¿cpX.

SmÀPä A\pkcn¨pff]cntim[\IÄ \S¯p¶XnÂ GsX¦nepw DtZymKkY³amÀ taenÂ hogN hcp¯p¶]£w AhÀs¡Xnsc IÀi\amb A¨S¡ \S]SnIÄ AXmXp kab§fnÂ _Ôs¸« taeptZymKkY³amÀ കൈക്കൊള്ളേണ്ടതാണെന്നും പ്രത്യേകം ഓർമ്മപ്പെടുത്തുന്നു.

Cu kÀ¡peÀ ssI¸änb hnhcw tPmbnâ cPnk{SmÀamÀ Adnbn ക്കേണ്ടതാണ്.

hn. Fk. sk´nÂ
kllcWkwLw cPnk{SmÀ

Kerala Destruction of Records Act- Rules for the destruction of records relating to arbitration reference, revision petitions, execution petitions etc., under section 2 (c) of the Act issued

AGRICULTURE & RURAL DEVELOPMENT DEPARTMENT
(Agriculture – Co-operation)

G.O.M.S.543/65/AD Dated, Trivandrum, 20-9-1965

Read: **Letter No.G 2. 2625/65 dated 5-8-1965 from the Registrar of Co-operative Societies.**

ORDER

In the Kerala Destruction of Records Act 1961, it has been laid down in section 2 (2) (c) that in the case of documents in the possession or custody of any public office other than the High Court or the Board of Revenue the Government or the Head of the Department concerned or any officer specially authorised in that behalf by the Government are competent authorities to make rules for the disposal of documents.

2. According to Rule XL(1) of the Rules under the Travancore Cochin Co-operative Societies Act and Rule XVII (1) of the Rules under the Madras Co-operative Societies Act, records and books of a Society which has been wound up and the final proceedings of liquidation will be destroyed by the Registrar after the expiry of three years from the completion of liquidation. The rules do not say anything about the destruction of the records relating to Arbitration and Execution cases. The Registrar of Co-operative Societies has therefore reported that it is desirable to prescribe rules for the destruction of records relating to Arbitration references, revision petitions, execution petitions etc., under section 2(2)(c) of the Kerala Destruction of Records Act. The suggestion of the Registrar of Co-operative Societies is accepted. Government approve the rules appended for the destruction of the records relating to Arbitration and Execution cases under section 2 (2) (c) of the Kerala Destruction of Records Act 1961,

By order of the Governor
V. M. Sankunny Nair
Assistant Secretary

Rules for the disposal, by destruction or otherwise of records relating to arbitration references, revision petitions, execution petitions under sub section S (1) and (2) (c) of the Kerala Destruction of Records Act 1961,

1. The arbitration records kept in the office of the Registrar of Co-operative Societies and/or the office of the Deputy Registrars of the Districts may be

destroyed, under the specific orders of the Registrar of Co-operative Societies, if the debts covered by such arbitration awards are fully satisfied and after the expiry of a period of 3 years from the date of complete satisfaction of the awards.

2. The records relating to Execution Petitions under Section 57A of the Madras Co-operative Societies Act or those relating to Execution Petitions under Section 63 of the Travancore-Cochin Co-operative Societies Act may be destroyed on the expiry of 6 years after the complete satisfaction of the decree or award or on the expiry of 15 years from the date of the decree or award sought to be executed whichever is earlier.

Provided that decree or awards under execution shall be allowed to continue without being destroyed, even if the period of 15 years mentioned in this rule is executed.

3. Records relating to Revision Petitions may be destroyed after the expiry of a period of 12 years from the date of judgement of the revision petition.

4. Before the records described in the foregoing rules are destroyed, a list of such records shall be prepared. The list shall contain the description of the records sought to be destroyed, with a certificate by the Deputy Registrar of Co-operative Societies and with a certificate from the concerned Deputy Registrars in the office of the Registrar of Co-operative Societies (Deputy Registrars (Administration), Planning, Credit and Farming and Harijan Welfare as the case may be) and it shall be put to the Registrar. The Registrar will review the lists with the certificates and may pass orders for destruction if he is satisfied about the necessity for such destruction.

5. Notwithstanding anything contained in the foregoing rules, it shall be competent for the Registrar of Co-operative Societies to withhold any records from destruction for valid reasons. But before doing so , he shall record in writing the reason or reasons for such action.

No.17160/71/G(3) Office of the Registrar of Co-operative Societies,
Thiruvananthapuram 13th July 1971

CIRCULAR No. 33/71

Sub: **Arbitration-Appearance of legal practitioners to represent parties –Instructions issued**

k l IcW kÀ¡peÀ kamImcw

It has been represented that some Departmental Officers who are appointed as Arbitrators to decide disputes do not allow the parties to engage legal practitioners to present their cases. According to sub-clause (8) of clause 67 of the Kerala Co-operative Societies Rules in the proceedings before the Registrar or such other person deciding the dispute or the Arbitrator, legal practitioners shall not be entitled, as a matter of right, to appear to represent parties. This does not however mean that legal practitioners should be completely excluded. Though this is entirely within the discretion of the person hearing the dispute, there is no point in denying this privilege to the parties when they specifically request permission to engage Advocates. In the cases of important and complicated references, the services of legal practitioners will be of great help to the Arbitrators in arriving at correct conclusions and to dispose of the references more conveniently and expeditiously. All the departmental officers are therefore informed that normal requests for permission to engage legal practitioners to represent parties in arbitration cases shall not be denied.

(Sd/-)
For Registrar of Co-operative Societies

No. 48275/71/G3. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 31st December 1971

CIRCULAR No. 65/71

Sub: **Kerala Co-operative Tribunal-Hearing of cases-Finishing of Back records and case diaries-Instructions issued.**

It has been brought to the notice of the Registrar that difficulties are being experienced by the Tribunal for want of back records of cases called for from the officers of this Department. It is also seen that even after repeated requests made by the Secretary to the Tribunal the records are not supplied and some times the records furnished do not contain all the relevant papers. The original records should naturally contain all relevant records. In the case of an arbitration reference, the original file should contain the Plaint, the list of exhibits, depositions of witnesses, office copy of the Award, case diary etc., Under Rule 67 (b) of the Kerala Co-operative Societies Rules, the arbitrator or other person deciding the dispute has to prepare the case diary. It is informed that very often such case diaries are not seen in the original arbitration case file and even when it is available, the case diaries do not contain full details. The case diaries should invariably indicate date or dates on which the case was taken up for consideration, the action taken on each such date, the persons examined, documents exhibited etc.

All the Deputy Registrars and Circle Officers are requested to see that the case records contain all these details. They should also see that the records required by the Tribunal are supplied in time.

(Sd/-)
For Registrar of Co-operative Societies

No.ADL (3) 35252/71.   Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 16th February 1972

CIRCULAR No. 7/72

Sub: **Arbitration-Communication of awards to Judgment Debtors (defendant/s)- Instructions issued.**

The attention of the officers of this Department is invited to the provisions of Rule 68 of the Kerala Cooperative Societies Rules, 1969 and they are requested to observe strictly the procedure prescribed therein. The concerned officers are also requested to see that:-

(i) The notice of hearing of the arbitration reference is issued at least 15 clear days before the date fixed for hearing.

(ii) The decision/order/award thereon shall as far as possible be pronounced in open court on the date of hearing itself.

(iii) If the decision/Order/Award is not pronounced on the date of hearing itself a further notice shall be issued specifying the date of announcement of the same.

(iv) An attested copy of the decision/order/award shall be sent to the person who files the reference by registered post with acknowledgement due.

(v) A gist of the decision/order/award shall be sent to the opposite parties under certificate of posting if they were not present at the time of delivering the same.

(vi) If the reference is disposed under clause (b) or clause (c) of sub section (1) of the Section 70 of the Act the person who disposes the same shall prepare such number of attested copies and gists of the decision/award as are required to be served on the parties and forward the same to the officer who received the reference under section 69 of the Act.

The Deputy Registrar will give necessary instructions in this matter to all the officers under them for strict compliance.

K. Krishnan Nambiar
Registrar of Cooperative Societies

No.ADL-3/29713/70. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 15th September 1972

CIRCULAR No. 40/72

Sub: **Extra levies on the societies and on the Judgement debtors-Regarding.**

Ref: **Registrar's Circular No. 5/1970 dated 22-1-1970.**

The practice of charging extra expenses such as taxi-hire, petrol charges etc. by the societies on the Judgement debtors was disallowed in the Circular cited. It has been brought to my notice that certain District Banks and Primary Co-operative Societies are still continuing the above practice, sidestepping the standing orders in this regard. For the purpose of collecting overdue loans and interest, the levy of such extra charges on the judgement debtors is not only against the provisions of the Kerala Co-operative Societies Act and the Rules but also unjustifiable. Any extra expenses incurred by way of hiring taxi, etc. should not be passed on to the judgement debtors on any account. The Deputy Registrars are requested to see that these instructions are observed in all institutions in their charge, and persuade such societies that have not acted according to the instructions, to discontinue this practice forthwith.

T. R. Sankara Pillai
Registrar of Co-operative Societies

No.ADL (3) 263/77. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 18th February 1977

CIRCULAR No. 11/77

Sub: **Co-operative Department-Disposal of arbitration cases pending for want of records-Procedure to be adopted-Regarding.**

Ref: **Letter No.D. 12880/76 dated 26-11-1976 from the Deputy Registrar (General), Kottayam.**

The Deputy Registrar (General), Kottayam in the letter cited has informed that a major portion of the long pending arbitration cases are pending for want of production of relevant records which are reported to be before the criminal courts in connection with the prosecution cases launched against the officers of the societies. If a strict view is taken the Arbitrators are not bound to keep the

case files pending for years together for the production of documents and that they can dispose of the case with the available records or dismiss the case for default. But as the Department is bound to protect the interest of the societies, such an action is not advisable always. Hence, he has sought for clarification as to whether it may not be in order to dispose of such cases permitting the societies to file fresh arbitration case as and when the records are received back form the criminal courts.

The matter has been examined in detail. It is clarified that there is no objection is disposing an arbitration reference pending for want of production of all or any of the records required, but in dismissing such cases specific mention should be made that the disposal is without prejudice to the right of the parties to prefer fresh petition for arbitration so as to avoid a plea of res-judicata later.

M. G. K. Murthy
Registrar of Co-operative Societies-in-charge

No.CP (4) 27068/80.   Office of the Registrar of Co-operative Societies,
Trivandrum, 15-10-1980

CIRCULAR No. 68/80

Sub: **Appeal No. 60/78- filed before the Kerala Coop.Tribunal by the Vazhappally Service Cooperative Bank Ltd. No.K.108 represented by its Secretary.**

Ref: **Judgement dated 19-5-1980 from the Kerala Cooperative Tribunal.**

The Vazhappally Service Co-operative Bank Ltd. No. K.108 filed an appeal before the Cooperative Tribunal against the award in RC.No.163/74. While disposing the appeal petition the honourable Tribunal observed as follows.

"I cannot but remark at the very outset, that the award in this case is a most unsatisfactory one, perfunctory and full of confusion. Of course an inexperienced Inspector of Cooperative Societies cannot be expected to do full Justice in the disposal of the reference of this type which is not a suitable one, but of a complicated nature. The Deputy Registrar or the Assistant Registrar who receive the reference under section 69 of the Kerala Cooperative Societies Act in his capacity Registrar as defined in Section 2 (p) of the Act should exercise the discretion in a reasonable manner before he decides to proceed under one of the 3 modes provided for in section 70 (3) of the Act. Complicated

references should not be referred to the Inspectors or some such Junior Officer appointing him as the Arbitrator, but should be taken up by the Deputy Registrar or Assistant Registrar himself for disposal, because most of the Inspectors will not in the normal course be able to do justice in such cases because of their in experience and lack of qualification to undertake to decide complicated cases”.

I, therefore, request you to bring the content of the observations made by the Kerala Cooperative Tribunal to the notice of your subordinate officers and give suitable instructions to them to taken proper care in disposing of arbitration reference and to avoid the tendency to dismiss proceedings for realisation of pecuniary losses by societies without proper examination.

K. J. Thomas
Joint Registrar (Credit)

\ ¼À kn.]n.(3) 27072/80. k l IcW kwLw cPn k{Smdm^o k, Xncph \ ´]pcw, 3þ1þ1981

kÀ¡ peÀ \ ¼À 5/81

hn j bw: **BÀ_nt{Sj ³ t I kp I Ä hnNmcW sNbX XoÀ¸m ¡ pt¼mÄ BÀ_nt{SäÀamÀ hcp ¯ p¶ {I at ¡ Sp I Ä kw_ Ôn¨.**

t I cf k l IcW ss{S_qWÂ ap³]ms I hnNmcW sNbX 1978 se 74 mw നമ്പർ റിവിഷൻ പെറ്റീഷൻ അനുവദിച്ചുകൊണ്ട് ട്രൈബ്യൂണൽ പുറപ്പെടുവിച്ച D ¯ chnÂ {] kXpX dnhn j ³ s]äo j \m[mcamb BÀ_nt{Sj ³ t I k hnNmcW sNbX BÀ_nt{SäÀ \Â Inb A hmÀUnÂ hnhn[{I at ¡ Sp I Ä ഉണ്ടായിരുന്നതായും വിചാരണ സമയത്ത് ആർബിട്രേറ്റർ സ്വന്തമായി തയ്യാറാക്കേണ്ടിയിരുന്ന കേസ് ഡയറി അച്ചടിച്ച ഫാറത്തിലാണ് X¿mdm ¡ nbncp¶ sX ¶pw {] kXpX t I k UbdnX¿mdm ¡ nb XobXn AXnÂ tcJs¸Sp ¯ nbncp¶nsÃ ¶ {] Xy£ ¯ nÂ t I k UbdnHmtcm \S]Sn{I a § fpw \S ¡ p¶ Ahkc ¯ nÂ ¯ s¶ X¿mdm ¡ nbXmbn IcpXphm³ \nhÀ ¯ nbnsÃ¶p t I k hnNmcW Znh kw{]Xn I mPcmbncp¶psh t ¶m I mPcm I mXncp¶psh t ¶m കേസ് ഡയറിയിൽ രേഖപ്പെടുത്തിയിട്ടില്ലായിരുന്നുവെന്നും ചൂണ്ടിക്കാണിച്ചിരിക്കുന്നു. IqSmsX hmb] ¡ hkXp CuSp h¨n«pf fXmbn A\ymb ¯ nÂ tNÀ ¯ n«nÃmbncp¶n«pw BÀ_nt{SäÀ Xsâ AhmÀUnÂ hmb] ¡ m[mcambnHcp kYmhc hkXp CuSp \Â Inbn«pf fXmbpw tcJs¸Sp ¯ nbncp¶psh ¶pw ട്രൈബ്യൂണൽ ചൂണ്ടിക്കാണിച്ചിരിക്കുന്നു. ആർബിട്രേഷൻ കേസ് വിചാരണക്കു വന്ന അവസരത്തിൽ പ്രതിക്കുവേണ്ടി പത്രിക വക്കീൽ മുഖേന സമർപ്പിച്ചിട്ടുw h ¡ oÂ aptJ \ I mPcm I p¶ Xn\ ap³ Iq«n A \paXn tXSnbnsÃ¶ ImcW ¯ mÂ B bXp

BÀ_nt{Sj \pw hn[n \S¯pw

\nckn¡pI bmW sNbXsX¶pw bYmÀ° ¯nÂ Xm³ kwL¯nÂ \n¶pw {]kXpX tI kn\m[mcamb hmb] FSp¯n«nsÃ¶pw]{XnI kaÀ¸n¨p. {]Xn¡ Xsâ hmZw sXfnbn¡p¶Xn\ Ahkcw \ÂImsX {]Xnsb FIk]mÀ«nbmbn {]Jym]n¨ AhmÀUp \ÂInb \S]Sn icnbsÃ¶p ss{S_qWÂ ചൂണ്ടിക്കാണിച്ചിരിയ്ക്കുന്നു.

taÂ]dª ncn¡p¶ \}\XIÄ¡p]pdta BÀ_nt{Sj³ tIkn\m[mcamb hmb] At]£ bnepwCXp]änbXmbnI£n FgpXns¡mSp¯ രസീതിലും വായ്പക്ക് സംഘത്തിൽ കക്ഷി നൽകിയ ബോണ്ടിലേയും ഒപ്പുകൾ തമ്മിൽ kmZriyanÃmXncp¶n«pw BbXnsâ \nPkYnXn]cnti m[n¡msXbmW AhmÀUpIÄ \Â കിയിട്ടുള്ളതെന്നും ചൂണ്ടിക്കാണിച്ചിരിക്കുന്നു.

ട്രൈബ്യൂണൽ ചൂണ്ടിക്കാണിക്കുന്ന മേൽ പ്രസ്താവിച്ച പോരായ്മകൾ വളരെ KpcpXcamb n«pffXmW. hfsc D¯chmZnXzt¯mSpw \oXn\njTtbmSpw കൈകാര്യം ചെയ്യേണ്ട ആർബിട്രേഷൻ കേസുകൾ നിരുത്തരവാദപരമായി emLh_p²ntbmSpIqSn AhmÀUpIÄ \ÂIp¶Xpaqew I£nIÄ¡ വളരെയേറെ കഷ്ടനഷ്ടങ്ങളും മനക്ലേശങ്ങളും ഉണ്ടാകാനിടയുണ്ട്.

taenÂ BÀ_nt{Sj³ tIkpIÄ hnNmcW sN¿p¶ Ahkc¯nÂ BÀ_nt{SäÀamÀ hfsc D¯chmZnXzt¯mSpIqSnbpw \oXn\njTtbmSp കൂടിയും വിചാരണ ചെയ്യേണ്ടതും പ്രതികൾ ഹാജരായി സമർപ്പിക്കുന്ന പത്രികകളിൽ {]Xn]mZn¨n«pff kwKXnIÄ sXfnbníp¶Xn\ AhÀ¡ Ahkcw നൽകേണ്ടതും കേസിനാധാരമായ റിക്കാർഡുകളും അന്യായത്തിലെ സംഗതികളും വിശദമായി പരിശോധിക്കേണ്ടതും വിചാരണ വേളയിൽ ആർബിട്രേറ്റർ തന്നെ ഓരോ Znhkt¯bpw \S]SnIÄ tIk UbdnbnÂ kz´w ssI¸SbnÂ രേഖപ്പെടുത്തേണ്ടതുമാണ്. ആർബിട്രേഷൻ കേസുകളിലെ അവാർഡുകൾ _Ôs¸« dn¡mÀUpIfpsSbpw tIk kw_Ôn¨ sXfnhpIfpsSbpw അടിസ്ഥാനത്തിലായിരിക്കണം നൽകേണ്ടത്. മേൽ പറഞ്ഞിരിക്കുന്ന റിവിഷൻ പെറ്റീഷൻ അനുവദിച്ചുകൊണ്ട് ട്രൈബ്യൂണൽ നൽകിയ ഉത്തരവിൽ ആർബിട്രേഷൻ അവാർഡിനെ സംബന്ധിച്ച് ചൂണ്ടിക്കാണിച്ചിരിക്കുന്ന പോരായ്മകൾ ആവർത്തിക്കാതിരിക്കാൻ ആർബിട്രേറ്റർമാർ മേലിൽ ശ്രദ്ധിക്കേണ്ടതാണ്.

Cu kÀ¡pedns\ IÀt±i §Ä sU]|«n cPnk{SmÀamcpw AknkäâI രജിസ്ട്രാർമാരും ബന്ധപ്പെട്ട എല്ലാ പേരുടേയും ശ്രദ്ധയിൽപ്പെടുത്തേണ്ടതാണ്.

tPmbnâ cPnk{SmÀ (s{IUnä)

k l IcW kÀ¡peÀ kam lmcw

\¼À C. F .5/27267/79. k l IcW kwLw cPn k{Smdm^o k Xncph\´]pcw, 14þ12þ1981

kÀ¡peÀ \¼À 46/81

hnjbw: **BÀ_nt{Sj³ tIkpIfnÂ ka³k \S¯p¶Xn\ {]Xn^ew hm§p¶X kw_Ôn¨v.**

BÀ_nt{Sj³ tIkpIfnÂ ka³k \S¯p¶Xn\ A\phZn¨n«pff bm{Xm_ ¯ ¡p]pdta Un¸mÀ«psaânse Nne in]mbnamÀ kwL § fnÂ \n¶pw {]Xn^ewss I¸äp¶Xmbn AdnhpeÞn¨ncn¡p¶p. N«{]Imcw A\phZn¨n«pff bm{Xm_ ¯ bnÂ Ihn ª HcpXpIbpw GXphn[¯nembmepw hm§p¶Xn\ ka³k \S¯p¶hÀ¡ AhImiamÃ. bmsXmcp IncWhimepw ka³k \S¯p¶Xn\ kwL§fnÂ \n¶pw{]Xn^ew kzoIcn¡phm³]mSnÃm¯XmW. A§s\ GsX¦nepw{]Xn^ewss I¸äp¶psh¦nÂ AXpXoÀ¯pw IpäIcamW, in£mÀl hpamsW¶ Imcyw _Ôs¸«hcpsS {i²bnÂs¸Sp¯p¶p. B bXn\mÂ CuZri \S]SnIÄ GsX¦nepw PnÃbnse Cu hIp¸nÂ നിലവിലുണ്ടെങ്കിൽ ആയത് ഉടനടി നിറുത്തൽ ചെയ്യേണ്ടതാണ്. ഇങ്ങനെയുള്ള \S]SnIÄ {i²bnÂs¸SpIbmsW¦nÂ IÀi\ \S]SnIÄ കൈക്കൊള്ളുന്നതാണെന്നറിയിക്കുന്നു. ഈ നടപടി പൂർണ്ണമായും നിറുത്തലാക്കേണ്ട NpaXe AXmXp PnÃbnse tPmbnâ cPn k{SmÀamÀ¡mWpffX. ഇപ്രകാരത്തിലുള്ള നടപടികൾ ഉണ്ടാവുകയാണെങ്കിൽ ജോയിന്റ് രജിസ്ട്രാർമാർ ഉടനടി ബന്ധപ്പെട്ടവർക്കെതിരെ ശിക്ഷണ നടപടികൾ എടുക്കേണ്ടതും ഈ ആഫീസിലേക്ക് വിവരം അറിയിക്കേണ്ടതുമാണ്.

k l IcW kwLw cPn k{SmÀ

\¼À F.Un.FÂ. 3/39876/82 k l IcW kwLw cPn k{Smdm^o k Xncph\´]pcw, 4þ8þ1982

kÀ¡peÀ \¼À 35/82

hnjbw: **BÀ_nt{Sj³ tIkpIfnÂ {]XnIÄ¡ ka³k \S¯p¶Xns\ kw_Ôn¨v.**

(1) tIcf k l IcW \nba¯nse 69 mw hIp¸ A\pkcn¨ cPn k{SmdpsS Xocpam\¯n\ kaÀ¸n¡p¶ XÀ¡ §fnÂ, {]XnIÄ¡ ka³k \S¯p¶XnÂ KpcpXcamb hogNIÄ hcp¯p¶Xmbn {i²bnÂs¸«ncn¡p¶p. ka³k \nba{]Imcw icnbmb coXnbnÂ \S¯nbncp¶mÂ am{Xta, hnNmcW kab¯ {]XnIÄ lmPcmImXncp¶mÂ Ahsc F I k]mÀ«nbmbnD¯ch]mÊm¡phm³ Ignbp Ibpffq. \nbam\pkcWaÃm¯ ka³k \S¯p¶sX¦nÂ]mÊm¡s¸S¶ AhmÀU F I k]mÀ«n {]XnIsf _Ôn¡m¯Xpw AhmÀU A kYncs¸«p t]m Ip¶ XpamIp¶p.

BÀ_nt{Sj \pw hn[n \S¯pw

(2) k l IcW \nba¯nse 104 mw h Ip¸ \pkcnt¨m, knhnÂ s{]mkoUnbÀ tImUnse {] k IX h Ip¸pIÄ A\pkcnt¨m am{Xta, BÀ_nt{Sj ³ tIkpIfnÂ ka³k \S¯mhq F¶ _ Ipam\s¸« tIcf ssI t¡mSXn cho{µ³]nff A`n. tImþHm] tdäoh {Sn_qWÂ F¶ tIknÂ (1979 s I. F Â.än പേജ് 485) വിധിച്ചിട്ടുണ്ട്. ഏതൊരാളെയും സമൻസ് അയച്ചു വരുത്തുന്നതിന് ഒരു knhnÂ tImSXn¡, knhnÂ s{]mkoUnbÀ tImU A\pkcn¨pff A[nImc§Ä k l IcW \nbaw 69 mw h Ip¸ \pkcn¨ XÀ¡ §fnÂ XoÀ¸p കൽപ്പിയ്ക്കുന്ന രജിസ്ട്രാർക്കും മറ്റാളുകൾക്കും ഉണ്ടെന്ന് സഹകരണ നിയമം 98 ാം h Ip¸ hyhkY sN¿p¶p. knhnÂ t{]mkoUnbÀ tImUnse A©maX HmÀUdnemW {]XnIÄ¡ ka³k \S¯p¶Xns\ kw_Ôn¨ \S]Sn{Ia§Ä hnhcn¨n«pffX. Cu \S]Sn{Ia§fnÂ ka³k {]XnIÄ¡ t\cn«p\S¯pI, t]mkä apJm´cw \S¯pI, taeptZymK kY³amÀ hgn \S¯pI XpS§nb വിവിധ വ്യവസ്ഥകൾ അടങ്ങിയിട്ടുണ്ട്. തർക്കങ്ങളിൻമേൽ തീർപ്പു കൽപ്പിക്കുന്ന DtZymK kY³amÀ {]XnIÄ¡pff ka³k Ab¡p¶XnÂ knhnÂ s{]mkoUnbÀ tImUnse A©mw HmÀUdnÂ hyhkY sNbXn«pff \S]Sn{Iaw കൃത്യമായി പാലിക്കേണ്ടതാണ്.

(3) ka³k \Sത്തേണ്ടത് അധികാരപ്പെടുത്തിയ ഒരുദ്യോഗസ്ഥൻ അയിരിക്കേണ്ടതാണ്. ആഫീസിലെ ശിപായിമാരോ മറ്റുദ്യോഗസ്ഥൻമാരോ അല്ലാത്തവരെക്കൊണ്ട് സമൻസ് നടത്തിക്കുന്നത് നിയമാനുസരണ നടപടി B bncn¡pIbnÃ.

(4) ka³k]Xn¨ \S¯pt¼mÄ ka³knsâ Hcp tIm¸n, {]Xn km[mcWbmbn താമസിക്കുന്നതോ, ബിസിനസ് നടത്തുന്നതോ, ആദായത്തിനുവേണ്ടി ജോലി sN¿p¶tXm B b sI«nS¯nsâ]pdw hmXnentem, AsÃ¦nÂ hyIXambn കാണാവുന്ന മറ്റു ഭാഗങ്ങളിലോ പതിച്ചിരിക്കേണ്ടതാണ്. അപ്രകാരം താൻ സമൻസ്]Xn¨p\S¯nsb¶pw AXn\nSbmb kmINcy§Ä F´msW¶pw hoSp ImWn¨p തന്നവർ ആരെങ്കിലും ഉണ്ടെങ്കിൽ അവരുടെ പേരും മേൽവിലാസവും ആരുടെ km¶n²y¯nemW A{]Imcw]Xn¨p \S¯nbXp F¶pw ImWn¡p¶ Hcp dnt¸mÀ« ka³knsâ atä tIm¸ntbmsSm¸w ka³k \S¯p¶ DtZymK kYÀ നൽകേണ്ടതാണ്. താൻ ചെയ്തതിന്റെ സത്യാവസ്ഥ സമൻസ് നടന്നുന്ന DtZymK kY³, Hcp k XyhmMaqew മൂലം ഉറപ്പുവരുത്തിയിരിക്കേണ്ടതാണ്. അപ്രകാരം sNbXn«nÃmsb¦nÂ XÀ¡¯n³taÂ Xocpam\w FSp¡p¶ DtZymK kY³, ka³k \S¯nb DtZymK kYs\ kXyw sN¿n¸n¨ samgn tcJs¸Sp¯n ka³k ശരിയായ രീതിയിലാണ് നടത്തിയിരിക്കുന്നതെന്ന് ഉറപ്പു വരുത്തേണ്ടതാണ്.

(5) {]Xn¡pff ka³k, Ignbpsa¦nÂ {]Xn¡p t\cn«pXs¶ നൽകേണ്ടതാണ്. സമൻസ് കൈപ്പറ്റുവാൻ അധികാരപ്പെടുത്തിയിട്ടുള്ള ഏജന്റ് ഉണ്ടെങ്കിൽ സമൻസ് അയാൾക്കും നൽകാവുന്നതാണ്. പ്രതിയെ കണ്ടുകിട്ടാൻ IgnbmXncn¡pIbpw A[nImcs¸Sp¯nb GPâ CÃmXncn¡pIbpw sN¿pt¼mÄ {]XnbpsS IqsS Xmakn¡p¶ {]XnbpsS IpSpw_¯nse

k l IcW kÀ¡peÀ kaml mcw

പ്രായപൂർത്തിയായ ആളിനെക്കൊണ്ട് ഒപ്പിടുവിച്ച് സമൻസ് നടത്താവുന്നതാണ്. പ്രതിയുടെ കുടുംബത്തിൽ പെടാത്ത മറ്റു പ്രതികളെക്കൊണ്ട് ഒപ്പിടുവിച്ച് സമൻസ് \S¯p¶X XnI¨pw sXämW.

(6) ka³k t\cn« {]Xnt¡m 5þmw J Þ nIbnÂ]dbp¶ aämfpIÄt¡m \ÂInH¸n«p hm§p¶ Ahkc¯nÂ ka³k \S¯nb kabw, coXn, {]Xnsb തിരിച്ചറിയുവാൻ സഹായിച്ച വ്യക്തികളോ സാക്ഷികളോ ഉണ്ടെങ്കിൽ അവരുടെ പേര് taÂhnemkw F¶nh ka³knsâ tIm¸nbntem AtXmS A\p_Ôn¨ Hcp ISemÊntem ka³k \S¯p¶ DtZymKkY³ XoÀ¨bmbpw രേഖപ്പെടുത്തിയിരിക്കേണ്ടതാണ്.

(7) {]XnIÄ¡pff ka³k t]mkä aqew Ab¡phm\pw knhnÂ s{]mkoUnbÀ tImUnse 5þ൦൦ ഓർഡറിൽ വ്യവസ്ഥയുണ്ട്. കേരള സഹകരണ \nba¯nse 104þmw hIp¸\pkcn¨ ka³k {]XnIÄ¡ t]mkäp apJm´ncw Ab¡mhp¶XmW. ka³k t]mkä apJm´ncw Ab¡pt¼mÄ cPnkäÀ sNbXp A¡t\mfPsaâ, Uyq B bnthWw. {]XnIÄH¸n« A¡t\mfPsaâ ka³k {]Xn¡ \S¯n F¶Xn\ tcJbmbmcn¡pw. adn¨ sXfnbn¨nsÃ¦nÂ km[mcW KXnbnÂ e`n¡pambncp¶ kab¯I¯ BÀ¡mtWm Ab¡p¶X AbmÄ¡ In«nbXmbn IW¡m¡psa¶ 104þ൦൦ വകുപ്പ് വ്യവസ്ഥ ചെയ്യുന്നുണ്ട്.

(8) ka³k t]mkäp aqew Ab¡p¶Xn\ Bhiyamb kÀhok käm¼ e`yaÃm¯ t¸mÄ, cPnkäÀ sNbXp Ab¡p¶ Nneh hmZn kwLw hIn¡phm³ X¿mdmsW¦nÂ, A{]Imcw sN¿mhp¶XmW. A§s\ sN¿pt¼mÄ t]mkäÂ kämt¼m, AXn\mhiyambn hcp¶ XpIbm DtZymKkY³amÀ Hcn¡epw kzoIcn¡phm³]mSnÃm¯XmW. aXnbmb käm¼ ഒട്ടിച്ച് കവറുകൾ വാദി സംഘം ഹാജരാക്കേണ്ടതാണ്. രജിസ്റ്റർ ചെയ്തയക്കുന്ന വിവരം ആഫീസിലെ ഡസ്പാച്ച് രജിസ്റ്ററിൽ രേഖപ്പെടുത്തിയിരിക്കേണ്ടതാണ്. എന്നാൽ സ്റ്റാമ്പിന്റെ തുക സ്റ്റാമ്പ് അക്കൗണ്ടിൽ കാണിക്കേണ്ടതില്ല. ഡസ്പാച്ച് cPnkädnÂ {]kIX tcJs¸Sp¯ens\Xnsc käm¼p sNeh kwLw വഹിച്ചുവെന്ന് പ്രത്യേകം കാണിച്ചിരിക്കേണ്ടതാണ്.

sI. Fw. _meIrjW³
k l IcW kwLw cPnk{SmÀ

\¼À Pn.29216/85. k l IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 27þ9þ1985

kÀ¡peÀ \¼À 36/85

hnj bw: **k l IcWwþP]Xn \S]SnIÄ¡pt]mIp¶ skbnem^okd³amÀ Bhiyamb tIkpIfnÂ t]meokv kwc£Ww Dd¸phcp¯Â kw_Ôn¨.**

BÀ_nt{Sj \pw hn[n \S¯pw

1969þse tIcf kIIcWkwLw \nba¯nse 76 (kn) 78 F¶o hIp¸pIf\pkcn¨ P]Xn \S]SnIÄ kzoIcn¡p¶Xnte¡mbn A[nImcs¸Sp¯nbncn¡p¶ kIIcW hIp¸nse Nne skbnem^okd³amÀ X¡Xmb tIkpIfnÂ t]meok kwc£Ww Dd¸p hcp¯msX apJy IS¡mcpsSbpw Pmay¡mcptSbpw kIYmhc PwKa hkXp¡Ä P]Xn sN¿p¶Xnte¡mbn AhcpsS hmkkIYe§fnepw aäpw t]mbt¸mÄ Nne kmaqIyhncp² iIXnIfnÂ \n¶pw Ak`yhnfnIÄ tIÄ¡m\nSbmIpIbpw, മർദ്ദനമേൽക്കേണ്ടതായി വരുന്നതായും ശ്രദ്ധയിൽപ്പെട്ടിരിക്കുന്നു. സഹകരണ \nba¯nse 108 mw hIp¸nse hyhkIYb\pkcn¨ skbnem^okd³amÀ¡ t]meoknsâ kImbw tXSmhp¶Xpw, t]meok kImbt¯msS P]Xn \S]SnIÄ¡ t]mImhp¶XpamW. F¶mÂ Nne skbnem^okd³amÀ DNnXsa¶p tXm¶p¶ tIkpIfnÂ t]meok kwc£Ww Dd¸p hcp¯msX P]Xn \S]SnIÄ¡p t]mIpIbpw A§ns\ Nne Ahkc§fnÂ മർദ്ദനമേൽക്കേണ്ടതായും വന്നതായി മനസ്സിലാക്കുന്നു. മറ്റു കേസുകളിൽ skbnem^okd³amÀ t]meoknsâ kImbw Bhiys¸«p F¦nepw t]meokpImsc {]kIXpX Uyq«n¡ \ntbmKn¡msX h¶ kmINcy§fnÂ t]meokpImsc IqSmsX P]Xn \S]SnIÄ¡ t]mIpIbpw kmaqIy വിരുദ്ധശക്തികളുടെ മർദ്ദനമേൽക്കേണ്ടതായി വന്നതായും കാണുന്നു.

taÂ¸d ª kmINcy¯nÂ C¯cw kw`h§Ä IgnhXpw ഒഴിവാക്കുന്നതിനു വേണ്ടി താഴെ പറഞ്ഞിരിക്കുന്ന നിർദ്ദേശങ്ങ`Ä]pds¸Sphní p¶p.

1. P]Xn \S]SnIÄ kzoIcn¡m³ XpS§p¶Xn\p ap³]mbn skbnem^okd³amÀ Hmtcm tIknsebpw apJy IS¡mtcbpw Pmay¡mtcbpw Ipdn¨ AhcpsS Npäp]mSpItfbpw AhcpsS ap³s]cpamä coXnItfbpw Ipdn¨ AXmXp kwLwsk{I«dn, {]knUâ, `cWkanXn AwK§Ä, apXemb `mchmInIfnÂ\n¶ kw£n]X hnhcw tiJcn¡pIbpw BbXnsâ ASnkIYm\¯nÂ A\mimky സംഭവങ്ങൾ ഉണ്ടാകാനിടയില്ലെന്ന് ഉറപ്പുള്ള കേസുകളിൽ മാത്രമേ പോലീസ് kImbw IpSmsX Xs¶ A[nImcs¸Sp¯nbncn¡p¶ kwL¯nse DtZymKkY³amtcmsSm¸w am{Xw P]Xn \S]SnIÄ¡ t]mImhq.

2. t]meok kImbwDd¸phcp¯nbXn\ptijw am{Xta P]Xn \S]Sníp t]mImhq F¶p ImWp¶ tIkpIfnÂ P]Xn \S]SnIsf kzoIcn¡m³ t]mIp¶ kYe¯ A[nImc]cn[nbnepff t]meok Hm^okÀ¡ ap³ Iq«n tcJmaqew t]meok kImb¯n\ At]£n¡mhp¶XmW. CX\pkcn¨ t]meok kImbwe`ním¯ ]£w A¯cwtIkpIfnÂ AXmXp Xmeq¡nse AknkäâpcPnk{SmÀ apJm´ncw {]i\w PnÃm ജോയിന്റു രജിസ്ട്രാറുടെ ശ്രദ്ധയിൽകൊണ്ടുവരേണ്ടതും ഇപ്രകാരം റിപ്പോർട്ടു e`n¡pt¼mÄ tPmbnâ cPnk{SmÀ Hmtcm tIkpw AÀ² HutZymKnI I¯pIÄ apJm´ncw AXmXu പോലീസ് സൂപ്രണ്ടിന്റെ ശ്രദ്ധbnÂ

k l IcW kÀ¡peÀ kaml mcw

കൊണ്ടുവരേണ്ടതും ഓരോ കേസിലും പോലീസ് സഹായം സെയിലാഫീസറൻമാർക്ക് ലഭിക്കുന്നു എന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

3. P]Xn \S]SnlÄ¡ t]mlp¶ skbnem^okd³amÀ _Ôs¸« l£nltfmSpw s]mXp P\§tfmSpw kwba\t¯mSpw BXa\nb{´Wt¯mSpw lqSnam{Xta kwkmcn¡plbpw CSs]Spl bpw sN¿m³]mSpffq. HutZymKnl lrXy \nÀhlW kab¯ \nbam\pkrXaÃm¯ bmsXmcp {]hÀ¯nbnepw kw`mjW¯nepw GÀs¸« hn[n \S¯pambn _Ôs¸«htcm AÃm¯htcm Bb Btcbpw skbnem^okdpw]mÀ«nbpw{]tlm]n¡m³]mSpffXÃ.

4. sshcmKy _p²ntbmSplqSn P]Xn \S]SnlÄ kzolcnt¨ AS§plbpffpsb¶ aäpffhÀ¡p tXm¶¯¡ \ne]mS skbnÂ \S]SnbpsS XpS¡¯nÂ Xs¶ skbnem^okÀamÀ kzolcn¡m³]mSnÃ. A\p\bt¯mSplqSn scm¡w]WaS¨ XoÀ¡mhp¶ tlkplfnÂ _Ôs¸« l£nlfnÂ \n¶ Xpl H¶p lqSn hm¡mÂ Bhiys¸Spl bpw A{]lmcw Bhiys¸« e`n¡plbnsÃ¶p lmWp¶ പക്ഷം മാത്രം ജപ്തി നടപടികൾ സ്വീകരിക്കാൻ മുതിരുകയും ചെയ്യേണ്ടതാണ്.

taÂ]d ª ncn¡p¶ \nÀt±i§Ä FÃm tPmbnâ cPnk{SmÀamcpw FÃm skbnem^okÀamcpsSbpw Aknkäâ cPnk{SmÀamcptSbpw kwLw ഭാരവാഹികളുടെയും ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതാണ്.

F. hn. lcnlrjW³ \mbÀ
k l IcW kwLw cPnk{SmÀ

\¼À kn.]n.(1) 54421/85.

k l IcW kwLw cPnk{Smdm^ok,
Xncph\´]pcw, 1þ1þ86

kÀ¡peÀ \¼À 1/86

hnjbw: **{]mYanl k l IcW kwL§Äþ]ng]eni CuSm¡p¶Xp kw_Ôn¨v.**

kqN\: **Cu B^oknse 21þ7þ79 se kn.kn.(4) 24567/78 \¼À l¯v.**

k l IcW kYm]\§fnÂ \n¶pw hmbv]sbSp¯p lpSnÈnlbm¡p¶ AwK§fnÂ \n¶pw 3% hsc]ng]eni CuSm¡mhp¶XmsW¶ kqN\bnse കത്തിൽ നിർദ്ദേശിച്ചിരുന്നു. ഇപ്രകാരം പിഴ പലിശ ഈടാക്കേണ്ട ആവശ്യവും {]kXpX l¯nÂ \nÀt±in¨ncp¶XmW. k l IcW kYm]\§fnÂ hmb] A\phZn¡pt¼mÄ lpSnÈnl¡ aq¶p iXam\w]ng]eni CuSm¡p¶XmW എന്നു പ്രമാണത്തിൽ വ്യക്തമാക്കേണ്ടതാണ്. എല്ലാ സംഘങ്ങളും 3% പിഴ പലിശ AwKolcn¨Xmbn lmWp¶nÃ. kwL hpw hmb]m¡mc\pambpff lcmdnÂ]ng

BÀ_nt{Sj \pw hn[n \S¯pw

പലിശയുടെ കാര്യം വ്യക്തമാക്കിയിരിക്കേണ്ടതാണ്. അത്തരം വ്യവസ്ഥകളുടെ A`mh¯nÂ hmbn] CuSm¡phm³ \S]SnIÄ kzoIcn¡p¶XnÂ {]bmk §Ä t\cnSp¶p. hyIXamb IcmdpIfpsS A`mh¯nÂ BÀ_nt{SäÀ kzbw തീരുമാനിക്കുന്ന നിരക്കിൽ പലിശ ചുമത്തേണ്ടതായും വരുന്നു.

IcmdnÂ]ng]eni നിരക്കു വ്യക്തമാക്കിയിട്ടുണ്ടെങ്കിൽ അതിൽ കൂടുതൽ നിരക്കിൽ പലിശ അനുവദിച്ചുകൊണ്ടു ആർബിട്രേറ്റർ വിധി നൽകിക്കൂടാ. cPnk{SmÀ A\phZn¨n«pffXnÂ IqSm¯ \nc¡nemW IcmdnÂ]ng]eni hyhkY sNbXn«pffXp F¦nÂ AXnÂ Ipd ª Hcp \nc¡nÂ hn[n \ÂIp¶Xn\ km[mcW KXnbnÂ \ymboIcWanÃ. A§s\ sN¿p¶Xn\ hnthN\m[nImchpanÃ.

Ipd ª \nc¡nÂ hn[n \ÂIp¶psh¦nÂ AXn\p hyIXhpw km[pXbpffXpamb ImcW§Ä {]tXyIw ImWn¨nc¡ Ww. C¡mcyw FÃm ആർബിട്രേറ്റർമാരുടെയും സംഘങ്ങളുടെയും ശ്രദ്ധയിൽ കൊണ്ടുവരേണ്ടതാണ്.

sI. hn. IcnIrjW³ \mbÀ
kIIcW kwLw cPnk{SmÀ

\¼À F.Un.FÂ. 3.57505/85. kIIcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 1986. s^{_phcn 10

kÀ¡peÀ \¼À 8/86

tIcf kIIcW \nba¯nse 69 mw hIp¸\pkcn¨ cPnk{SmdpsS തീരുമാനത്തിനു വേണ്ടി സമർപ്പിക്കപ്പെടുന്ന തർക്കങ്ങൾ വിചാരണ ചെയ്യുന്നതിലും XoÀ¸p IÂ¸n¡p¶Xnepw]e hn[¯nepff A]mIXIfpw kw`hn¨p hcp¶Xmbn{i ² bnÂ s]«nc¡p¶p. {]XnIÄ¡pff ka³k \S¯p¶Xnepw, km£nIsf hnkXcn¡p¶Xnepw {]amW §Ä A¡an«p sXfnhnÂ kzoIcn¡p¶Xnepw]et¸mgpw \nbam\pkrXaÃm¯ \S]Sn{Ia§Ä Nne DtZymKkY³amÀ kzoIcn¨phcp¶p. Cu kmINcy¯nÂ Xmsg]dbp¶ \nÀt±i §Ä]pds¸Sphn¡p¶p.

2. a²ykXXoÀ¸n\ tIkpIÄ kaÀ¸n¡p¶ Ahkc¯nÂ Xs¶ tIcf സഹകരണ ചട്ടം 67-ൽ അനുശാസിക്കുന്ന വിധം വേണ്ട എല്ലാ രേഖകളും, sXfnhpIÄ¡p hmZn `mK¯p \n¶pw B{ibn¡p¶ tcJIfpsS Hcp eokäpw സമർപ്പിച്ചിട്ടുണ്ടോ എന്ന് പരിശോധിച്ച് ബോദ്ധ്യപ്പെടേണ്ടതാണ്. ഏതെങ്കിലും \}\XIÄ ImWp¶]£w Ah]cnIcn¡phm³ IÀPn¡mct\mSp ആവശ്യപ്പെടേണ്ടതും അതിലേക്ക് ഒരു ക്ലിപ്ത സമയം അനുവദിക്കേണ്ടതുമാണ്.

3. tIcf kIIcW \nba¯nse 98 mw hIp¸\pkcn¨ AXnÂ hyIXam¡s¸«nc¡p¶ 4 Imcy§sf kw_Ôn¨, cPnk{SmÀ¡pw,

k l IcW kÀ ¡ peÀ kam I mcw

B À _nt{SäÀ ¡ pw XÀ ¡ § fn³ taÂ Xocpam\saSp ¡ p¶ atäsXmcmÄ ¡ pw, knhnÂ \S]Sn (t I mU Hm^ knhnÂ s{]mkoUnbÀ) {I aa\pkcn¨ t I k hnNmcW sN¿p¶ knhnÂ t I mSXn ¡ pf f FÃm A [n I mc § fpw ഉണ്ടായിരിക്കുന്നതാണ്. സത്യവാങ്മൂലത്തിനുമേൽ തെളിവ് സ്വീകരിക്കുക, GsXmcmtf bpw ka³ k Ab¨p hcp¯ pI, ka³ k \S¸m ¡ pI kXyw sN¿n¸n¨ samgn tcJs¸Sp¯ pI F¶o Imcy § fpw 98 mw h Ip¸nÂ hyh kY sNbXncn ¡ p¶ XnÂ s]Sp¶ h bmW. Cu Imcy § fnÂ knhnÂ \S]Sn {I aa\pkcn¨ knhnÂ t I mSXnípf f FÃm A [n I mc § fpw cPn k{SmÀ ¡ pw മദ്ധ്യസ്ഥനും തർക്കം കേട്ടു തീരുമാനിക്കുന്ന മറ്റേതൊരാൾക്കും ഉണ്ട്.

4. bYmhn[n ka³ k \S¯ s¸« (U}en ka³U) t I knse GsX¦nepw I £n hnNmcW Znh kw ImPcmImsXbncp¶nÂ t I Ê F I k]mÀ«nbmbn Xocpam\n ¡ msa¶ t Icf k l IcW N«¯nse 67 (4) (_n) N«w hyh kY sNbXncn ¡ p¶p. ka³ k \S¯nbX bYmhn[n \nba¯nÂ A\pimkn ¡ p¶ hn[w B bncp¶mÂ am{Xta I £n Isf F I k]mÀ«nbmbn Xocpam\w FSp ¡ phm³ Ignbp I bpf fq. ka³ k bYmhn[n AÃ \S¯nbsX¦nÂ {]XnIsf F I k]mÀ«nbm ¡ n {]Jym]n¨ FSp ¡ p¶ Xocpam\¯n\ നിയമസാധുത ഉണ്ടായിരിക്കുകയില്ല. സമൻസ് നടത്തപ്പെടുത്തേണ്ടത് ഒന്നുകിൽ tIcf k l IcW \nba¯nse 104þmw h Ip¸nÂ hyh kY sN¿p¶ t]msetbm AsÃ¦nÂ knhnÂ \S]Sn{Ia¯nse 1þmw s j U}Ä, HmÀUÀ VþF Â. hyh kY ചെയ്യുന്ന വിവിധ മാർഗ്ഗങ്ങളിലൂടെയോ മാത്രം ആയിരിക്കേണ്ടതാണ്. കേരള k l IcW \nba¯nse 104þmw h Ip¸\pkcn¨ ka³ k cPn käÀ sNbXp Ab ¡ p¶ XmW. knhnÂ \S]Sn {Iaa\pkcn¨ {]Xnt ¡ m AsÃ¦nÂ അധികാരപ്പെടുത്തിയിട്ടുള്ള ഏജന്റുണ്ടെങ്കിൽ അയാൾക്കോ കൊടുത്ത് നേരിട്ടു \S¯ pI tbm, {]Xn AbmfpsS Xmak kYe¯ CÃmXncn ¡ pI bpw anXamb ഒരു കാലത്തേക്ക് വാസ സ്ഥലത്ത് ഉണ്ടാകുവാൻ സാധ്യത ഇല്ലാതിരിക്കുകയും sN¿pI bmsW¦nÂ {]XnbpsS IpSpw_¯nÂs¸« {]mb]qÀ¯nbmb B fn\ \Â In \S¯ pI tbm sN¿mhp¶ XmW. Hcp {]Xnípf f ka³ k AbmfpsS IpSpw_mKaÃm¯ aäp {]XnIÄ ¡ \S¯nhcp¶X \nbahncp² amW.

5. AXpt]mse ka³ k \S¯ p¶ DtZymKkY³ sNÃpt¼mÄ {]Xnsb വാസസ്ഥലത്ത് കണ്ടില്ല എന്ന ഒറ്റ കാരണത്താൽ സമൻസ് പതിച്ചു നടത്തി വരുന്ന \S]Snbpw icnbÃ. {]Xntbm, A [n I mcs¸Sp¯nbn«pf f GPtâm {]mb]qÀ¯nbmb IpSpw_mwKtam ka³ k ssI¸äphm³ hnk½Xn ¡ pI tbm, AsÃ¦nÂ ipj ¡ m´ntbmsS A t\z j Ww \S¯nbn«pw {]Xnsb AbmfpsS hmk kYe¯p ImWmXncn ¡ pI bpw anXamb Hcp Imet¯ ¡ {]Xn hmk സ്ഥലത്ത് ഉണ്ടാകുവാൻ സാധ്യത ഇല്ലായെന്നു ബോദ്ധ്യപ്പെടുകയും ചെയ്താൽ am{Xta {]XnbpsS ho«nÂ ka³ k]Xn¨ \S¯ p¶ Xn\ ka³ k \S¯ p¶ DtZymKkY\ A [n I mcw e`n ¡ p¶ pf fq.]Xn¨ \S¯ pt¼mÄ AXn\nSbmb kmINcy § Ä Fs´ ms ¡ bmsW¶pw {]XnbpsS hoS Xncn¨dn ª ka³ k

BÀ_nt{Sj \pw hn[n \S¯pw

]Xn¨p \S¯nbX B cpsS km¶n²y¯nemtWm A hcpsS t]cpw hnemk hpw XpS§nbXpw ka³k \S¯p¶ DtZymKkY³ kXyhmMaqe{]Imcw ka³knsâ AÊentem AsÃ¦nÂ AXnt\msSm¸apff Hcp A\p_Ô¯ntem Hcp dnt¸mÀ«p {]Imcw ka³k]pds¸Sphn¨ A[nImckY\p ka³knsâ അസ്സൽ മടക്കേണ്ടതാണ്. (ഓർഡർ V N«w 17) taÂ hnhcn¨ {]Imcw dnt¸mÀ«p sN¿mXncp¶XnÂ ka³k \S¯nb DtZymKkYs\ kXywsN¿n¸n¨ ka³k \S¯nbXns\¸än AbmfpsS samgn tcJs¸Sp¯n D¯at_m²yw h¶mÂ am{Xta ka³k icnbmb coXnbnÂ \S¯nbXmbn kzoIcn¡mhq.

6. ka³k t\cn«p sImSp¯ H¸nSphn¨ hm§pt¼mgpw F¶ Ft¸mÄ F§s\bmW ka³k \S¯nbsX¶pw ka³knsâ AÊenÂ]pds¯gpXntbm, A\p_Ô¯ntem ka³k \S¯p¶ DtZymKkY³ dnt¸mÀ«p ചെയ്യേണ്ടതാണ്. സംഘങ്ങളിലെ ജീവനക്കാരെ കൊണ്ട് സമൻസ് നടത്തിക്കുന്നതും \nbam\pkcWaÃ.

7. {]Xn ImPcmIp¶Xn\ XobXn \niNbnÍp¶X ka³k In«nb tijw tImSXn ap³]msI ImPcmbn kam[m\wt_m[n¸n¡p¶Xn\ {]Xn¡ aXnbmb സമയം ലഭിക്കത്തക്കവണ്ണം ആയിരിക്കണം. ചിലപ്പോൾ വിചാരണ തീയതിക്കു രണ്ടോ aqt¶m Znh kwap³]pam{Xta ka³k \S¯phm³ Ign ª pffq F¶ph¶mÂ {]Xn ImPcÃ F¶ ImcW¯mÂ FIk]mÀ«nbmbn Xocpam\w FSp¡p¶Xp icnbÃ. ka³k \S¯nb XobXn¡ptijw{]XnÍ ImPcmIphm³ Ipd ª X GgpZnhks¯ kabsa¦nepw e`n¨ncn¡ Ww. X]menÂ AbÍpIbmsW¦nÂ hnNmcW XobXn¡p]Xn\©p Znhksa¦nepw ap³] ka³k അയച്ചിരിക്കേണ്ടതാണ് എന്ന് 7/72þmw \¼À kÀ¡pednse \nÀt±iw IrXyambn പാലിച്ചിരിക്കേണ്ടതാണ്.

8. tIcf kIIcW N«¯nse 67 (4) (F) N«a\pkcn¨ tIknÂ hnkXcn¡s¸Sp¶ I£nIfptSbpw km£nIfptSbpw samgnbpsS Hcp sNdnb Ipdn¸ cPnk{SmÀ/a²ykY³ XÀ¡wtIÄ¡p¶ aämÄ {]mtZinI `mjbntem ഇംഗ്ലീഷിലോ രേഖപ്പെടുത്തേണ്ടതാണ്. മൊഴി രേഖപ്പെടുത്തേണ്ടതു കേസു കേൾക്കുന്ന B fnsâ ssI¸Sbnembncn¡ Ww. km£nIsf kXywsN¿n¸n¨ tijamW samgn രേഖപ്പെടുത്തേണ്ടത്.]e tIkpIfnepw hnt¡jn¨ hmb]m tIkpIfnÂ, km£nIfpsS samgn \nba¯nÂ hyhkY sN¿p¶Xpt]mse tcJs¸Sp¯n കാണുന്നില്ല. എളുപ്പത്തിനു വേണ്ടി സംഘം സെക്രട്ടറിയുടെ മൊഴി എന്ന പേരിൽ A¨Sn¸n¨p h¨ H¸n«p sImSp¯ hcp¶Xn\ bmsXmcp hn[\nbakm[pXbpw CÃm¯XmW. AsXmcn¡ epw km£nsamgnbmbn IW¡m¡phm³ Ignbpl bnÃ. "A¨Sn¨ samgn" വാങ്ങി സൂക്ഷിക്കുന്ന ഏർപ്പാട് ഉടനടി നിർത്തേണ്ടതാണ്.

9. {]XnIÄ apgph\pw FIk]mÀ«nbmbn«pff tIkpIfnepw km[mcWbmbn hmZnsb hnkXcn¨ {]amW§Ä A¡an«p hcp¶Xmbn ImWp¶p. icnbmb coXnbnÂ ka³k \S¯nb tijhpw ImPcmIm¯Xn\mÂ {]XnIsf

k I IcW kÀ¡peÀ kamImcw

F I k]mÀ«nbmbn XoÀ¸p I Â¸n¡p¶ tIkpIfnepw \nÀ_ Ôambpw hmZnsb
വിസ്തരിക്കുകയും പ്രമാണങ്ങൾ അക്കമിട്ടു തെളിവിൽ സ്വീകരിക്കുകയും ചെയ്യേണ്ട
BhiyanÃm¯ XmW. {]XnIÄ FIk]mÀ«nbmsW¦nÂ hmZnbpsS samgn
tcJs¸Sp¯p¶ Xn\p]Icw bpIXsa¶ptXm¶p¶ tIkpIfnÂ hmZn ^bÂ
sN¿p¶ Hcp kXyhmMaqew sXfnhnÂ kzoIcn¨ tIk XoÀ¸p
IÂ¸n¡mhp¶XmW. kXyhmMaqe{] ImcwsXfnh kzoIcn¡p¶Xn\ knhn
Â tImSXn¡pff A[nImcwcPnk{SmÀ¡/a²ykY\/tIk XoÀ¸p IÂ¸n¡p¶
മറ്റാളിന് ഉണ്ടെന്ന് കേരള സഹകരണ നിയമം 98þmw hI¸ hyIXambn hyhkY
ചെയ്യുന്നുണ്ട്. സത്യവാങ്മൂലത്തിൽ തന്നെ പ്രമാണങ്ങൾ അക്കമിടാവുന്നതാണ്.
(ssIt¡mSXnbnÂ ^bÂ sN¿p¶ dn« IÀPnIfnÂ sN¿p¶Xpt]mse)
C{]Imcw sN¿p¶Xp aqew hmZnbpsS samgn tcJs¸Sp¯phm³ FSp¡p¶
kabw em`n¡mhp¶XmW.

10. XÀ¡§fn³taÂ IÂ¸n¡p¶ XoÀ¸]et¸mgpw A¨Sn¸n¨ Hcp ^mdw
]qcn¸n¡Â am{XambnXoÀ¶ncn¡p¶p. AhmÀU IÂ¸n¡p¶Xn\ Hcp \niNnX
ഫാറമുണ്ട് എന്നു പോലും ചിലരെങ്കിലും തെറ്റിദ്ധരിക്കുന്നതായി തോന്നാം. വായ്പ
FSp¯n«nÃm Ft¶m AsÃ¦nÂ hmb]apgph³ AS¨pXoÀ¯pt]mbn Ft¶m
XÀ¡n¡p¶ tIkpIfnÂ t]mepw ^mdw]qcn¸n¨psXfnhpIÄ H¶pw hni Ie\w
sN¿msX "þXobXn hnNmcWs¡Sp¯p. {]XnIÄ ImPcmbncp¶p. hmZntbbpw
{]XnItfbpw hnkXcn¨ F _nkn A¡{]amW§Ä sXfnbn¨ tcJs¸Sp¯n
A\ymbwsXfnª ncn¡p¶p" എന്ന അവാർഡുകൾ പാസ്സാക്കുന്നതായിട്ടാണ് കണ്ടു
hcp¶X. C{]Imcapff hn[nIÄ A¸oenÂ AkYncs¸«p t]mIpsa¶Xn\
kwibanÃ. tIkpIfnÂ ImPcm¡s¸«n«pff sXfnhpIÄ (hmbsamgnIfpw
{]amW§fpw) icnbmbn hnikIe\wsNbXpXÀ¡apff HmtcmCj}hnt\bpw
kw_Ôn¨ Xocpam\saSp¡pIbpw HmtcmCj}hn³taepff Xocpam\§fpsS
അടിസ്ഥാനത്തിൽ കേസ് തീർപ്പു കൽപ്പിക്കുകയുമാണ് വേണ്ടത്.

11. AhmÀUn\/D¯chn\/XoÀ¸n\ A\p_Ôamb hmZn/{]XnIÄ AhcpsS
`mK¯p \n¶pw, hnkXcn¨ km£nIfpsS hnhchpw, ImPcm¡n A¡an«p
തെളിയിച്ച രേഖകളുടെ ഒരു ലിസ്റ്റും ചേർത്തിരിക്കേണ്ടതാണ്.

12. tIknsâ ssZ\wZn\ \S]Sn hnhcw AXmXpZnhkwXs¶ FgpXnb Hcp
കേസ് ഡയറി കേസ് ഫയലിൽ സൂക്ഷിക്കേണ്ടതാണ്.

13. tIcf kIIcW N«w 68þÂ A\pimkn¡p¶ hn[w AhmÀU,D¯ch
AsÃ¦nÂ Xocpam\wap³ Iq«n I£nIsf Adnbn¨ AhcpsS km¶n²y¯nÂ
ഓഫീസ് സമയത്ത് പ്രഖ്യാപിക്കേണ്ടതാണ്. കേരള സഹകരണ നിയമം 70 (3)
hIp¸\pkcn¨ \nbanX\mIp¶ a²ykY³ At±lw]mÊm¡p¶ AhmÀUnsâ
രണ്ടു പ്രതികൾ (ഇൻ ഡ്യൂപ്ലിക്കേറ്റ്) കേസ് ഫയലിനോടൊപ്പം രജിസ്ട്രാർക്കു അയച്ചു
കൊടുക്കേണ്ടതാണ്. അവാർഡിന്റെ/ഉത്തരവിന്റെ/തീരുമാനത്തിന്റെ ഒരു പകർപ്പ്,

BÀ_nt{Sj \pw hn[n \S¯pw

Xsâ koÂ]Xn¨Xn\p ti jw cPn k{SmÀ hmZn¡ cPn ktäÀU t]m känÂ അയച്ചു കൊടുക്കേണ്ടതാണ്. വിധി പ്രഖ്യാപിക്കുന്ന അവസരത്തിൽ പ്രതി/പ്രതികൾ lmPcnsÃ¦nÂ AhmÀUnsâ/D¯chnsâ/Xocpam\¯nsâ Hcp cX\¨pcp¡w പ്രതിക്ക്/പ്രതികൾക്ക് പോസ്റ്റു വഴി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.

14. tIcf k l IcW N«w 67 (8) Â cPn k{SmdpsSt bma²yk Ysâtbm AYhm XÀ¡w Xocpam\n¡phm³ \nbpI X\mb DtZymKk Ysâtbm ap¼msI tIk നടപടികൾക്കുവേണ്ടി വക്കീലൻമാർ കക്ഷികളെ പ്രതിനിധാനം ചെയ്തു ഒരു അവകാശമെന്ന നിലയിൽ ഹാജരാകുവാൻ അവകാശമില്ലെന്ന് പറഞ്ഞിട്ടുണ്ടെങ്കിലും അനുവാദത്തിനു വേണ്ടി സമർപ്പിക്കുന്ന എല്ലാ അപേക്ഷകളും നിഷേധിക്കുന്നത് \ymbbpIXambncn¡pIbnÃ. At] £ \nckn¡pIbmsW¦nÂ AXn\pff കാരണം വ്യക്തമായി ഉത്തരവിൽ പറഞ്ഞിരിക്കേണ്ടതാണ്. അപേക്ഷയിൻമേൽ \nckn¨p F¶ Hä hm¡nepff D¯chn\ \nbamkm[pX CÃm¯ XmW. A\paXn \nt j [n¡p¶X \ymbw \S¯p¶Xn\ hnLmXamb Xc¯nset¶m AsÃ¦nÂ \oXn \nt j [ambn Xocpsat¶m h¶mÂ A¸oenÂ AhmÀU/Xocpam\w/D¯ch റദ്ദു ചെയ്യപ്പെട്ടു പോകാൻ ഇടയുണ്ട്.

sI.F³. kptc{µ³
AUoj WÂ cPn k{SmÀ (BUnä)

No.G/X.41957/87. Office of the Registrar of Co-operative Societies,
Trivandrum, 15-101987

CIRCULAR No. 51/87

Sub: **Kerala Co-operative Societies Act, 1969 Sections 69, 82 and 87- Order of the Registrar under section 69 (4) holding that a dispute will fall within Section 2 (i) of the Act-Revision under section 87 if maintainable- verdict of High Court.**

While disposing of a writ Appeal, viz. Paily V.Raghavan and others (1987 (1) KLT 402) a Division Bench of Kerala High Court consisting of Malimath C.J. and Bhaskaran Nambiar J. held that since the decision of Registrar (in the writ Appeal Assistant Registrar) under section 69 (4) of the Kerala Co-operative Societies Act 1969 in regarded to the question as to whether the dispute referred is one falling under clause (i) of section 2 of the Act or not has been declared as final by sub section (4) of section 69 (Relied on Sankara Wariyar Vs. North Malabar District Co-operative Marketing Society Ltd. 1986 KLT. 812), the same is not appealable to the Tribunal under section 82 of the Act and therefore, the State Government is well within its jurisdiction to entertain a revision petition preferred against it under section 87.

k l lcW kÀ ¡ peÀ kam l mcw

The relevant extract of para 6 of the judgement in the above case is reproduced below for information and guidance.

"Section 82 of the Act enumerates the orders against which an appeal lies to the Tribunal. It does not state that a decision rendered under sub-section (4) of Section 69 is one of the decisions that is appealable under section 82 of the Act. But, so far as the final award to be made by the Asst. Registrar as the arbitrator under sub-section (3) of Section 70 is concerned, it is expressly made appealable under Section 82 (f) of the Act. It is, therefore, clear that so far as the final award was concerned, the aggrieved party has the remedy by way of appeal to the Tribunal under section 82 of the Act and so far as the decision of the question as to whether the dispute is one falling under sub-clause (i) of Section 2 or not, rendered by the Asst. Registrar under section 69 (4) of the Act is concerned, the same is not appealable. Section 87 of the Act confers revisional power on the Registrar and the State Government and expressly provides that in regard to matter in respect of which an appeal to the Tribunal is not provided by Section 82 of the Act, the State Government can correct such decisions in exercise of the power conferred on it by section 87 of the Act. It is therefore, clear that so far as the decision of the Asst. Registrar under sub section (4) of section 69 is concerned, the aggrieved party can invoke the revisional power of the State Government under 87 of the Act. The view we have taken receives support from the decision of the Supreme Court reported in E.A. Co-op. Housing Society V. State of Maharashtra (A.I.R. 1966, S.C. 1449) dealing with an analogous provision contained in the Maharashtra Co-operative Societies Act, 1960 Sub-section (3) of S. 23 of the said Act provides that the decision of the Registrar in appeal shall be 'final', section 154 of the said Act Confers power on the State Government to call for proceedings of Subordinate officers and to pass orders thereon similar to the one provided under Section 87 in the case on one hand. Their Lordships pointed out that the word 'final' in the Maharashtra Co-operative Societies Act in that context means the order is not subject to an ordinary appeal but it does not touch the special power legislatively conferred on the Government under section 154 of the Act. The Supreme Court therefore, held that the Government was in error in that case in considering that it had no jurisdiction in the case for it obviously had no jurisdiction. We have, therefore, no hesitation in taking the view that the learned single judge was not right in holding that State Government did not have power to entertain the revision petition filed by the appellant. In our opinion, the State Government was well within its jurisdiction to entertain the revision petition so far as it was directed against the decision of the Asst. Registrar rendered under sub-section (4) of Section 69 of the Act. That being the position as the State Government had the

power of revision, it also had the incidental power of making an appropriate interim order pending disposal of the revision petition. As only an exparte interim order of stay was granted by the State Government, the 1st respondent could have gone before the State Government and moved for vacating the order of stay. That course we make it clear, is still open to him.

K. J. Thomas
Additional Registrar of Co-operative Societies (Credit)

No.G/41979/87. Office of the Registrar of Co-operative Societies, Trivandrum, 8-12-1987

CIRCULAR No. 61/87

Sub: **Co-operative Societies Rules 1969 (Kerala) Rule 76 Unmarried daughter defaulter-Residing with her father in his house under his care and protection-Movables in the house belonging to father can be attached-Decision in Kesavan Nair V., Sales officer, Co-operative Societies (1987 (1) KLT 460) Communicated.**

In the judgement of the High Court in Kesavan Nair V. Sales Officer, Co-operative Societies reported in 1987 (1) KLT 460 Viswanatha Iyer. J. of Kerala High Court has observed as follows, regarding the duty cast on the Sale Officers, who proceed to attach movables belonging to defaulters under rule 76 of the Kerala Co-operative Societies Rules, to conduct proper enquiries before such attachment to see whether the articles really belonged to the defaulter himself or not. The extract of decision in the judgement is reproduced below.

The mere residence of the defaulter, as an inmate in her father's house, cannot make the moveables in that house or in the out house, belong to her. Mere residence is not the criterion nor is it relevant in itself. When the house and the outhouse belong to, and are in the possession of the petitioner father and he reigns there as the pater familas, the presumption should be that the moveables therein also belong to him and are in his possession. Cogent material or evidence is called for, before any such moveables can be treated as belonging to the defaulter, liable to be attached as such. The articles attached are common place articles of everyday use in any household, and not special or personal items like jewellery or the like, which could be connected with the defaulter. The decree holder is entitled to attach only property belonging to the defaulter. The moveables here were not attached form the possession of the defaulter, but from that of the petitioner with whom the defaulter was residing. The onus in such

cases to prove that the moveables belonged to the defaulter is on the decree-holder. If the moveables are attached from the possession of the defaulter, prima facie it can be held that they belonged to the defaulter. But if the moveables were not attached from the possession of the defaulter, no such presumption can arise. The decision of the Delhi High Court in Ramji Lal Mohinder Kumar V. Naresh kumar (AIR 1984 Delhi 90) supports this conclusion.

K. J. Thomas
Additional Registrar of Co-operative Societies (Credit)

No.ADL (3)20463/88. Office of the Registrar of Co-operative Societies, Trivandrum, 30-3-1988

CIRCULAR No. 18/88

Sub: **Co-operation-Inordinate delay in the disposal of Arbitration and Execution references-Instructions Issued.**

Section 69 and 70 in respect of settlement of disputes and section 76 in respect of Execution of orders etc., of the Kerala Co-operative Societies Act 1969 and Rule framed there under, are introduced with the specific intention of averting the likely delay in the disposal of disputes taken by the Civil Courts.

But the state of affairs prevalent in the area of Arbitration and Execution references by the officers of the Department leave much to be desired.

An attempt to identify the cardinal points to be borne in mind by the Department Officers in the processing of reference has been made as under.

I. **Area of Arbitration:-**

1. Prompt endorsements of references to the Arbitrators by the Joint/Assistant Registrars.
2. Prompt posting and subsequent adjournments by Arbitrators.
3. Grant adjournments sparingly only at the same time without denying opportunity to present their cases suitably.
4. Insistence of the Joint Registrars/Assistant Registrars for the prompt return of the files on which verdict is pronounced.
5. Vigilance in the exercise of powers under section 70 (2) of with drawing and transferring to same other Arbitrator by the Joint/Assistant Registrar if the Arbitrator to whom the reference was endorsed is incapable.
6. Resorting to disciplinary proceedings against the delinquent arbitrators.
7. Detailed periodical inspection of Arbitration Register.

If the above referred cardinal points are kept abreast in the disposal of disputes by the officers of the Department, the delay seen in this area can be eliminated to a substantial extent.

II. **Area of Execution.**

The present state of affairs of Execution of Awards is also more or less the same. In this item of statutory responsibility also, the officers of the Department have to apply meticulous care. In the execution of awards undesirable approach such as frequent, adjournments without looking into its necessity as in the case of arbitration references are very common. The officers have to bear in mind, the following important points.

1. Strict adherence to the time schedule in respect of issue of demand notice, attachment notice, sale notice etc.
2. Punctual return of the files of voluntary closure.
3. Close surveillance by the Joint/Assistant Registrars over the adherence of time schedule by the sale officers.
4. Exhaustive examination of the Execution Register, periodically by the Controlling officers.
5. Adopting adequate disciplinary proceedings against lazy and indifferent sale officers.

The economic emancipation of the Co-operatives is the predominant aim of the Department for which the speedy disposal of both Arbitration and Execution reference is imperative.

At present, Reserves amounting to Lakhs of Rupees are seen created in audit of Co-operative Credit institutions in respect of overdue Interest. This is consequent to the accumulation of arrears of advances. Had prompt attention been applied by the Department Officers in the disposal of Arbitration and Execution petitions preferred by the Co-operatives for the realisation of the defaulted loans and other dues, the arrears could have been cleared to a great extent.

Instances of even not posting for months old petitions for their first sitting have come to light. Even by a mere service of summons in the case of Arbitration references and timely issue of demand notices in respect of Execution petitions, effective results are sure to be achieved. The delay in posting the references lead to heavy accumulation of arrears and consequent loss which has to be guarded against by proper plan of action.

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On an analysis, it is seen that the arrear position of credit Co-operatives of the state is alarming. Complaints from several of such institutions are being received against the inordinate delay in the disposal of both arbitration cases and non/delayed execution of awards. In order to bring the sorry state of affairs to an end, it is decided to launch a special drive from May 1988 to August 1988 for speedy clearance of long pending cases of both arbitration and execution.

The Additional Registrars in charge of the districts allotted to them shall oversee the progress attained, during their visits of the Districts and ensure that there is proper response and progress in the disposal of Arbitration cases over 5 year and Execution cases over 10 years which are to be closed by 30-6-1988 as decided to in the Joint Registrars' Conference held on 19-3-1988.

Arbitration, Execution, Liquidation etc., are statutory responsibilities of the Department officers. Every officer has to evince maximum interest in the discharge of his statutory duty. Lakhs of amounts locked up in Arbitration and Execution cases without action will be a disgrace to Department.

Once the Arbitration cases are authorised to the Arbitrators the Joint Registrars are not watching whether the Arbitrators do issue notices posting the case for hearing without keeping it in cold storage and whether cases are disposed of within the time allowed in the authorisation order. The disposal of arbitration cases should be watched by maintaining a separate Register showing the No. of the cases, date of authorisation, to whom authorised, date of 1st posting, period allowed for disposal and date of final disposal. The Joint Registrar/ Asst. Registrar should ensure that 1st posting in every case is invariably done by the Arbitrators within a month from the date of authorisation and there should be regular postings in every case with short intervals only so as to close it within the time limit.

In achieving substantial progress in this field of activity the role to be played by the Joint Registrars is highly vital. They have to strain every nerve to improve the state of affairs. The Joint Registrar should make periodical if not monthly review of the progress of disposal of arbitration and execution cases making it a practice to verify files/registers in person and send a copy of the same to Registrar so as to reach this office by the 10th of the succeeding month.

Special attention should be bestowed by the Joint/Assistant Registrars to examine the old arbitration and execution files and give necessary directions for quick disposal of files.

Definite targets for closure of old and long pending cases should be fixed and followed up.

Registrar of Co-operative Societies, expects that the Joint/Assistant Registrars should find methods to involve himself and should resort to prompt statutory action against the slack officials.

Registrar hopefully looks forward that with the co-operation and concerted effort of all concerned, the arrears of work under Arbitration and Execution can be eradicated at the earliest.

Deputy Registrar (Audit) in the Office of the Registrar of Co-operative Societies will be responsible for proper Co-ordination of the special drive and put up periodical reports showing the progress for the perusal of Registrar of Co-operative Societies.

The receipt of this Circular should be acknowledged.

U. Jayanarayanan
Registrar of Co-operative Societies

No. L.O.50379/90. Office of the Registrar of Co-operative Societies, Trivandrum, 22-9-1990

CIRCULAR No. 3/90

Sub: **Kerala Co-operative Societies Act, 1969- Sections 82 and 87- Dispute relating to conditions of service of an employee of Co-operative Society-Assistant Registrar passing a composite order on of the merits as well as objection relating to his jurisdiction-Appeal is maintainable under S. 82- Revision under S. 87 not entertainable by Government.**

This is to bring to the notice of all Departmental Officers that the Hon. Supreme Court of India had occasion to decide in Raghavan V. the Secretary to Government, on the question whether an appeal is maintainable under Section 82 when an Assistant Registrar had passed a composite order deciding the dispute on merit as well as the objections relating to his jurisdiction and whether Revision under Section 87 is entertainable by Government in such circumstances:

The facts of the case and the decisions of the Hon. Court are reproduced below for the information and future guidance of all Officers of this Department.

"A dispute relating to conditions of service was raised by the employees of the Co-operative Society and the same was referred by the Registrar to the

Assistant Registrar for adjudication in accordance with S.70 of the Act. The Assistant Registrar to whom the dispute was referred decided the dispute on merit and while doing so he rejected the objections raised on behalf of the Respondent No.5 that the matter referred to him did not constitute a dispute as defined by Clause (i) of S.2 of the Act. Thus the Assistant Registrar disposed of the dispute on merit and also the objections of the Respondent No.2 by a composite order. The Respondent No.2 thereupon filed a Revision Petition before the State Government under S.82 of the Act. The State Government took cognizance of the Revision and issued an interim order. The appellant filed a Writ Petition under Article 226 of the Constitution before the Kerala High Court challenging the jurisdiction of the State Government in entertaining the Revision. A learned Single Judge held that the State Government had no jurisdiction to entertain the Revision. On Letters Patent Appeal, a Division Bench of the High Court held that the State Government had jurisdiction to hear the Revision-view of S.69 (4) of the Act."

On the basis of the above facts, the Court held that "since Assistant Registrar had passed a composite order deciding the dispute on merits as well as the objections relating to his jurisdiction, proper remedy for the respondent was to file appeal under S. 82 of the Act before the Appellate Authority constituted under the Act. Since the dispute had been decided on merit the appellate authority could decide the question relating to jurisdiction also. Section 87 which provide for revision before the Registrar or the State Government lays down that Revision would lie only in those matters where no appeal lies. Since in the instant case the dispute had already been decided on merits, appeal was maintainable under Section 82 of the Act. Therefore no revision was maintainable under S. 87 of the Act. We, therefore, hold that the State Government had no jurisdiction to entertain the Revision against the order of the Assistant Registrar".

All the Officers in the Department will note the above decision of the Hon. Supreme Court for future guidance.

For Registrar of Co-operative Societies

No. LO 56028/90. Office of the Registrar of Co-operative Societies, Trivandrum, 9-11-1990

CIRCULAR No. 35/90

Sub: **Co-operative Societies Act, 1969, (Kerala), Ss. 100 & 69 (1) Award of Arbitrator in excess of the bond executed by the guarantor-Challenged in appeal and by way of writ petition Dismissed-It can be challenged in Civil Suit-Civil P.C. 1908, S.9.**

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This is to bring to the notice of the departmental officers that in Avanavancherry H. W. Co-op: Society V. Chellamma (1990 (1) KLT 192), the Hon. High Court of Kerala had examined the effect of provisions contained in Ss. 69 (1) (h) and 100 of the Kerala Co-operative Societies Act.

The facts leading to the filing of the suit is summarised as follows:-The 2nd defendant is the plaintiff. First defendant Society was engaged in manufacturing and selling handloom textiles and it had a depot at Neendakara. The 2nd defendant was appointed as a Salesman in the said depot. Plaintiff executed a bond in favour of the 1st defendant society undertaking to reimburse the society any sum upto the maximum limit of Rs. 2,000/- on the ground of misappropriation, 1st defendant society terminated the service of the 2nd defendant. At the instance of the 1st defendant, a claim against the plaintiff and 2nd defendant was referred to an Arbitrator. The Arbitrator, in Arbitration Case No. 5 of 1973 passed an award in favour of 1st defendant for recovery of a sum of Rs, 16,721.21 from plaintiff and 2nd defendant. It appears that an appeal filed by the plaintiff and 2nd defendant was dismissed, plaintiff also appears to have filed the above suit for a declaration that the arbitration award was null and void and also for a permanent injunction restraining the 1st defendant from realising any sum from the plaintiff in excess of Rs. 2,000/- in execution of the award in the arbitration proceedings No. 5 of 1973.

The gist of the decision of the Hon. High Court is reproduced below:

“The trail court held that the award passed by the Arbitrator in the instant case was in excess of jurisdiction and a nullity in view of the fact that the bond executed by plaintiff provided for reimbursement only to the extent of Rs. 2,000/- and that the award passed against the plaintiff in the instant case is one exceeding this limit and that therefore Ss. 69 (1) (h) and 100 of the Act will not be a bar to a civil suit. Even assuming that there is such a provision in the bond, that is a matter which should have been pleaded by plaintiff before the Arbitrator. If she had failed to raise the plea in Arbitration proceedings or in appeal and the award become final, it shall operate as res judicata. The award was passed only after giving full opportunities to the plaintiff and 2nd defendant to raise their contentions. The rules of natural justice and mandatory procedural provisions were fully complied with. That being the position, the order cannot be said to be a nullity. Nor can it be said that any illegal order passed by the Arbitrator would be a nullity or void. It would be a binding order unless it is reversed in appeal review or revision by the Co-operative Tribunal or other appropriate proceeding provided for by law. If the plaintiff failed to raise any plea which she ought to have raised in the arbitration proceedings, that would

operate as res judicate in subsequent proceedings. The fact that award provided for recovery of amounts exceeding the limit provided for in the bond would not take the effect of the bar to a civil suit created under Ss. 69 (1) (h) and 100 of the Act."

All Officers in this Department will note the above decision of the Hon. High Court for future guidance.

K. J. Thomas
Registrar of Co-operative Societies

\¼À F.Un.F ³.(3) 44688 — k l IcW kwLw cPn k{Smdm^o k, Xncph \´]pcw, 29þ11þ1991

kÀ¡ peÀ \¼À 37/91

hn j bw: **k l IcWwþ BÀ_nt{S j ³ t I kp I Ä XoÀ¸m ¡ p¶ XnÂ** **ഉണ്ടാകുന്ന കാലതാമസം ഒഴിവാക്കുന്നതിനുളള നിർദ്ദേശങ്ങൾ** **]pds¸Sphn ¡ p¶ Xp kw_ Ôn¨.**

kqN\: **30þ4þ1988 Â Cu B ^o knÂ \n¶pw F.Un.F ³ (3) 20463/88 mw \¼À ^bÂ apJm´ncw]pds¸Sphn¨ 18/88þmw \¼À kÀ¡ peÀ.**

BÀ_nt{S j ³ t I kp I Ä XoÀ¸m ¡ p¶ I mcy¯nÂ FÃm PnÃ I fnepw hfscb [n I w I meXmak w I mWp¶ Xmbn{i ² bnÂs¸«ncn ¡ p¶ p. hÀ j § fmbn t I kp I Ä XoÀ¸m ¡ msX s I «n ¡ nS ¡ p¶ ുണ്ട്. ഇപ്രകാരം t I kp I Ä XoÀ¸m ¡ msX s I «n ¡ nS ¡ p¶ X BÀ_nt{S j ³ t I kp I Ä ss I I mcyw sN¿p¶ Xn\mbn k l IcW h I p¸ns\ \nba]cambn NpaXes¸Sp¯n bn«pf f Xnsâ Dt±i e £ y § sf ¯ s¶ kmcambn _m[n ¡ p¶ XmW. I mem I me § fnÂ Cu B ^o knÂ \n¶pw CXp kw_ Ôamb \nÀt±i § Ä പറപ്പെടുവിക്കാറുണ്ടെങ്കിലും പ്രതീക്ഷിക്കുന്ന പുരോഗതി ഉണ്ടായതായി കാണുന്നില്ല. ഈ സാഹചര്യത്തിൽ കർശനമായി പാലിക്കപ്പെടുന്നതിനു വേണ്ടി താഴെ പറയുന്ന \nÀt±i § `Ä]pds¸Sphn ¡ p¶ p.

1. CXp kw_ Ôambn Cu Hm^o knÂ \n¶pw 30þ4þ88 Â]pds¸Sphn¨n«pf f 18/88 ാം നമ്പർ സർക്കുലർ നിർദ്ദേശങ്ങൾ പൂർണ്ണമായും പാലിക്കപ്പെടേണ്ടതാണ്.

2. tPmbnâ cPn k{SmÀ/A knkäâ cPn k{SmdpsS Hm^o kp I fnÂ e`n ¡ p¶ BÀ_nt{S j ³ t I kp I sf kw_ Ôn¨ t I k \¼À, AÀ_nt{Säsd A [n I mcs¸Sp¯nb XobXn, B scbmW A [n I mcs¸Sp¯nbX, t I knsâ B Zys¯ hnNmcW XobXn, XoÀ¸m ¡ m³ A \phZn¨ kabw, t I k XoÀ¸m ¡ nb XobXn F ¶nh DÄs ¡ mf fp¶ Hcp cPn k äÀ FgpXn സൂക്ഷിക്കേണ്ടതും ശരിയായ രീതിയിൽ രജിസ്റ്റർ എഴുതി സൂക്ഷിക്കുന്നുണ്ടെന്ന് _Ôs¸« taeptZymK k Y³ I me I me § fnÂ]cnt i m[n¨ ബോദ്ധ്യപ്പെടേണ്ടതുമാണ്.

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3. BÀ_nt{Säsd tIk GÂ¸n¨ Hcp amk¯n\pffnÂ¯s¶ BZys¯ വിചാരണക്കായി കേസ് എടുക്കേണ്ടതും അപ്രകാരം ചെയ്യുന്നുണ്ടോ എന്ന് മേലുദ്യോഗസ്ഥർ പരിശോധിക്കേണ്ടതുമാണ്.

4. BÀ_nt{SäÀamÀ, skbnem^okÀamÀ, bqWnä C³ks]IÀamÀ, BÀ_nt{Sj³ tIkpIÄ ssIImcywsN¿p¶ aäpDtZymKkYÀ F¶nhÀ ഓരോ മാസത്തിലും തീർപ്പാക്കേണ്ട കേസുകളെ സംബന്ധിച്ച് ജോയിന്റ് cPnk{SmÀ \S¯p¶ {]Xnamk kt½f\§fnÂ hn¨ e£yw \nÝ യിക്കുകയും ആ ലക്ഷ്യം നിറവേറുന്നുണ്ടെന്ന് ജോയിന്റ് രജിസ്ട്രാർമാർ ഉറപ്പുവരുത്തുകയും ചെയ്യേണ്ടതാണ്. ഇപ്രകാരം ലക്ഷ്യം നിശ്ചയിക്കുമ്പോൾ അതു നിലവിലുള്ള ലക്ഷ്യത്തിൽ കുറവുണ്ടാകാത്തതും, കൂടുതൽ പഴക്കം ചെന്ന tIkpIÄ BZyamZyw XoÀ¸m¡¯¡ hn[¯nÂ Ime¸g¡a\pkcn¨pff മുൻഗണനാ ക്രമമനുസരിച്ചുള്ളതും ആയിരിക്കേണ്ടതാണ്.

5. BÀ_nt{Sj³ tIkpIfpsS]ptcmKXn kw_Ôn¨ tPmbnâ cPnk{SmÀamÀ \S¯p¶ {]Xnamk AhtemI\w Imcy£ahpw ഉത്തരവാദിത്വ ബോധത്തോടെയുള്ളതും ആയിരിക്കേണ്ടതാണ്.

6. BÀ_nt{Sj³ tIkpIÄ kab_ÔnX]cn]mSn A\pkcn¨ XoÀ¸m¡p¶Xnepw,]ptcmKXn ssIhcn¡p¶Xnepw tPmbnâ cPnk{SmÀamÀ¡ Hcp{] [m\ ]¦mW hIn¡phm\pffX. Sn tPmenIÄ ജോയിന്റ് രജിസ്ട്രാർമാർ കാലാകാലങ്ങളിൽ നേരിട്ടു പരിശോധിച്ചു വേണ്ട amÀ¤\nÀt±i§Ä \ÂIpIbpw bpIXamb taÂ\S]SnIÄ കൈക്കൊള്ളുകയും ചെയ്യേണ്ടതാണ്.

7. A©p hÀj¯n\ptaÂ]g¡w sN¶ FÃm tIkpIfpw tPmbnâ രജിസ്ട്രാർമാർ നേരിട്ട് പരിശോധിക്കേണ്ടതും അവ തീർപ്പാക്കുന്നതിനുള്ള {]mtbmKnI _p²nap«p a\Ênem¡n Bbh XoÀ¸m¡p¶Xn\pff kXzc നടപടികൾ സ്വീകരിക്കേണ്ടതുമാണ്. ഇപ്രകാരം സ്വീകരിച്ച നടപടികളുടെ hnhcw {]Xnamk]ptcmKXn AhtemI\ dnt¸mÀ«nt\msSm¸w രജിസ്ട്രാറാഫീസിലേക്ക് അയക്കേണ്ടതുമാണ്.

8. \nb{´tWmtZymKkY³amcpsS \nb{´W¯nepff A]mIXIfmW BÀ_nt{Sj³ tIkpIÄsI«n¡nS¡p¶Xn\pff{][m\ ImcWw. \niNnX e£yws sIhcn¡m¯hcpsS taÂ IÀi\ \S]Snകൾ സ്വീകരിക്കേണ്ടതാണ്.

kIIcWkwLw cPnkSmÀ

No.M.P.(3) 54396/91 — Office of the Registrar of Co-operative Societies
Trivandrum 27-1-1992

CIRCULAR No. 5/92

Sub: **Primary Co-operative Agricultural and Rural Development Bank –sale of property- strict compliance to the provisions of the Act- instructions –regarding**

Ref: **Judgement of Hon. High Court in O.P.No.1461/87**

k l IcW kÀ¡peÀ kaml mcw

Sections 19 to 28 of the Kerala State Co-op: Agricultural and Rural Development Bank (Amendment) Act 1990 empower the Primary Co-op: Agricultural and Rural Development Banks to bring to sale the property to which Gehan or mortgage or hypothecation relates, without intervention of Court, in case of default in the repayment of amounts due to the Banks. But the power shall be exercised only after satisfying all the mandatory procedures required in this regard as per the Act and Rules. Hon. High Court of Kerala in their Judgement in O.P.No.1461/87 filed against the sale of property of Sri. B. Krishna Bhat By the Kasaragod Co-op: Agricultural Development Bank in 1983 have declared the sale void due to non compliance of the provision of Section 12 of the former Land Mortgage Bank Act 1960 which was the corresponding Section of 19 of the present Kerala State Co-op: Agricultural and Rural Development Bank (Amendment) Act 1990. So all the Joint Registrars and all the officers concerned will ensure that the mandatory provisions should be strictly complied with before taking action towards sale of property by the sale officers under the said Act. Issue of demand notice under registered post to the party requiring the payment of correct amount due to the Bank is a prerequisite before proceeding further towards the sale of property in question. The officers concerned shall fully satisfy themselves with the statutory requirements and any lapse in this regard on their part will be viewed seriously as it will make the sale legally void.

V .S. Senthil
Registrar of Co-operative Societies

\¼À F.Un.FÂ.(1) 43081/93.

k l IcW kwLw cPn k{Smdm^okv, Xncph\´]pcw, 18þ6þ94

kÀ¡peÀ \¼À 24/94

hnjbw: **sI.F k.BÀ.dqÄ{] Imcw \nbanXcm Ip¶ skbnem^okÀamÀ രശീതു പുസ്തകം ഉപയോഗിക്കേണ്ടത് സംബന്ധിച്ച്.**

sI.F k.BÀ. dqÄ 156\v hnt[bambn k l IcW kYm]\ § fnÂ skbnem^okÀamcmbn \nbanXcm¡s¸Sp¶ hIp¸ptZymKkY³amÀ kÀ¡mÀ A¨Sn¨ X¿mdm¡nbn«pff cioXpIÄ Xs¶ tPmen \nÀhlW¯n\mbn ഉപയോഗിക്കണമെന്ന് നിഷ്ക്കർഷിച്ചിട്ടുണ്ടെങ്കിലും, പല സ്പെഷൽ skbnem^okÀamcpw kÀ¡mÀ A¨Sn¨ \ÂInbn«pff ciXp]pkXI§Ä D]tbmKn¡mXncn¡p¶Xmbpw,]Icw kwL§Ä A¨Sn¨p \ÂIp¶ ciXp]pkXI§Ä D]tbmKn¡p¶Xmbpw{i²bnÂs¸«ncn¡p¶p. Cu k{¼Zmbw icnbÃ. IqSmsX ks]j Â skbnem^okÀamcpsS tPmen IrXyambn Ahtem I\wsN¿m³ km[n¡msX hcp¶XpamW. AXn\mÂ Xmsg]dbp¶ നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കേണ്ടതാണ്.

BÀ_nt{Sj \pw hn[n \S¯pw

ks] jÂ sk bnem^okÀamcpÄs¸sS hn[n \S¯p At] £ I fpambn _Ôs¸« XpI IÄ kzoIcn¡p¶Xn\p FÃm sk bnem^okÀamcpw kÀ¡mÀ A¨Sn¨p \Â Inbn«pf f cioXo]pkXIw am{Xta D]tbmKn¡mhq.

sk bnem^okÀamÀ/ks] jÂ sk bnem^okÀamÀ F¶nhÀ]ncns¨Sp¡p¶ XpI IÄ AXmXp Znh kw Xs¶ Snbm³ kq£n¡p¶ Imj ബുക്കിൽ രേഖപ്പെടുത്തേണ്ടതും ടി തുക അന്നു തന്നെയോ, അന്നു തന്നെ അടക്കുവാൻ km[n¡m¯] £w sXm«Sp¯ {]hÀ¯n Znh kw Xs¶tbm _Ôs¸« സംഘത്തിൽ അടയ്ക്കേണ്ടതും സംഘം നൽകുന്ന രശീത് ടിയാന്റെ ഫയലിൽ സൂക്ഷിക്കേണ്ടതും ടിയാൻ സൂക്ഷിക്കുന്ന കാഷ് ബുക്കിൽ രേഖപ്പെടുത്തേണ്ടതുമാണ്.

kÀ¡mÀ cioXo _p¡pI fpsS ktäm¡nsâ D¯chmZn¯w ktäm¡ രജിസ്റ്റർ സൂക്ഷിക്കേണ്ട ഉത്തരവാദിത്തം എന്നിവ അതതു ജനറൽ അസിസ്റ്റന്റ് cPn k{SmÀ ¡mbncn¡pw.

sk bnem^okÀamÀ]cncns¨Sp¡p¶ XpI \niNnX kab¯n\ Iw ബന്ധപ്പെട്ട സ്ഥാപനങ്ങളിൽ അടച്ചിട്ടുണ്ടെന്ന് അസിസ്റ്റന്റു രജിസ്ട്രാർ (ജനറൽ) ഉറപ്പു വരുത്തേണ്ടതും ഇതു സംബന്ധിച്ച വിവരം ഒരു പ്രത്യേക ഇനമായി ജോയിന്റ് cPn k{SmÀ¡ kaÀ¸n¡p¶ amkm´y AÀ² HutZymKnI I¯nÂ Xmsg]dbpw പ്രകാരം കാണിക്കേണ്ടതുമാണ്.

1. am kmcw`w]ncns¨Sp¯ XnÂ AS¡m³ _m¡n \nÂ¸
2. X³am kw]ncns¨Sp¯ XpI
3. Bs I (1+2)
4. X³am kw AS¨ XpI
5. AS¡m³ _m¡n \nÂ¸
6. AS¡mXncn¡phm\pff ImcW §Ä
5. XmÂ¡menI mSn kYm\¯nÂ Npcp§nb Imeb fhnte¡ \nban¡s¸Sp¶ sk bnem^okÀamcpsS Imj _p¡ {] kXpX XkXnI I fpsS Imemh [n Xocpw apd¡pw kYncw sk bnem^okÀamcptSX hÀjw tXmdpw എ.ഇ.എൽ.ഇൻസ്പെക്ടർ ആഡിറ്റു ചെയ്യേണ്ടതാണ്. തസ്തികകൾ Ahkm\n¡p¶ apd¡ Sn sk bnem^okÀamcpsS Imj _p¡pw cioX]pkXI §fpw ^bepI fpw A knkäâ cPn k{SmÀ XncnsI hm§n സൂക്ഷിക്കേണ്ടതുമാണ്.
6. സെയിൽ/സ്പെഷൽ സെയിൽ ആഫീസർമാർ എന്നിവർക്കു നൽകേണ്ട cioXp _p¡pIÄ, cPn k{SmÀ B ^oknÂ \n¶pw, tPmbnâ cPn k{SmÀamÀ വാങ്ങി സൂക്ഷിക്കേണ്ടതും, അസിസ്റ്റന്റ് രജിസ്ട്രാർമാർ ആവശ്യപ്പെടുന്ന മുറക്ക് വിതരണം ചെയ്യേണ്ടതുമാണ്.

k I IcW kÀ ¡ peÀ kam I mcw

7. Cu kÀ ¡ pednse \nÀt± i § Ä, _ Ô s¸« DtZymKkY³amÀ IrXyambn]mentക്കണ്ടതാണ്.

sI. jwkp±o³
k I IcW kwLw cPn k{SmdpsS NmÀP h I n ¡ p¶
A Uo j WÂ cPn k{SmÀ (s{ I Unä)

\¼À kn.]n.(3) 4746/97.

k I IcW kwLw cPn k{Smdm^ok,
Xncph \´]pcw, 12þ12þ1997

kÀ ¡ peÀ \¼À 33/97

hn j bw: **k I IcW h I p¸þsXcs ª Sp¸ t I kp I Ä XoÀ¸m ¡ p¶X kw_ Ôn¨.**

kwkYm\s¯ k I Icണ പ്രാഥമിക വായ്പാ സംഘങ്ങളിൽ ഉണ്ടാകുന്ന sXcs ª Sp¸ kw_ Ôn¨ t I kp I Ä ImeXmakwHgnhm ¡ n F{Xbpw thKw XoÀ¸m ¡ m¯Xp ImcWw t I kpambn _ Ô s¸« I £n I fpsS]cmXn I Ä Cu ആഫീസിൽ ലഭിച്ചിട്ടുണ്ട്. കൂടാതെ, അപ്രകാരമുള്ള പരാതികൾ സർക്കാരിനു kaÀ¸n¨n«pffXnsâ ASnkYm\¯nÂ, kÀ ¡ mcnÂ \n¶pw sXcs ª Sp¸ t I kp I Ä ImeXmakwhcp¯msX XoÀ¸m ¡ Wsa¶ Cu B ^okn te ¡ Xm ¡ oXp നൽകുവാൻ ഇടയായിട്ടുണ്ട്. യഥാസമയം കേസുകൾ തീർപ്പാക്കാതിരിക്കുന്നത് നീതി \nt j [n ¡ p¶Xn\ XpeyamW.

B I bmÂ {]mYan I k I IcW hmb]m kwL § fnse sXcs ª Sp¸ kw_ Ôambn ^bÂ sN¿p¶ t I kp I Ä \n j] £ambpw,]cmXn ¡ nShcmsXbpw Aew`mhw Im«msXbpw ImeXmakwHgnhm ¡ n F{Xbpw thKw XoÀ¸m ¡ p¶Xn\ ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്. ഇതിൻമേൽ എന്തെങ്കിലും hogN hcp¯p¶Xmbn {i ²bnÂs¸«mÂ A{] Imcw hogN hcp¯nbXn\ D¯chmZnbmb _ Ô s¸« DtZymKkY³amÀs ¡ Xnsc IÀi \ \S]Sn ss I s ¡ mffp¶XmW. C ¡ mcyw tPmbnâ cPn k{SmÀamÀ _ Ô s¸« FÃm ഉദ്യോഗസ്ഥൻമാരുടെയും ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതാണ്.

Cu kÀ ¡ peÀ കൈപ്പറ്റിയ വിവരം അറിയിക്കേണ്ടതാണ്.

joem tXmak sF. F. F k.
k I IcW kwLw cPn k{SmÀ

\¼À F.Un.F Â.(5) 25748/2000.

k I IcW kwLw cPn k{Smdm^ok,
Xncph \´]pcw, 23þ6þ2000

kÀ ¡ peÀ \¼À 34/2000

hn j bw: **k I IcW h I p¸ F I knI}j ³þF I knI}j ³ t I kp I Ä Hcp hÀ j ¯n\pffnÂ XoÀ¸m ¡ p¶Xns\ kw_ Ôn¨pw**

BÀ_nt{Sj \pw hn[n \S¯pw

k l IcW kwLw t`ZKXn \nehnÂ hcp¶XpapXÂ \nehnepff tI kpIÄ Hcp hÀj¯n\pffnepw XoÀ¸m¡p¶Xp kw_Ôn¨v.

kqN\: 1. **1969 se tIcfm k l IcW \nbaw 75 mw hIp¸nsâ D]hIp¸v (1).**

2. 2þ5þ2000 se A km[mcW KkänÂ Pn.H.(]n.) \¼À 80/2000 D¯chv {]Imcw hcp¯nb k l IcW N«§fnse t`ZKXn.

k l IcW kwLwN«§fnse N«w 91 D]N«w (2) {]Imcw F I knI} j ³ കേസുകൾ ഒരു വർഷത്തിനുള്ളിൽ തീർപ്പാക്കി നടപടി പൂർത്തീകരിക്കേണ്ടതാണ്. skbnÂ B ^okÀ¡v P]Xn sN¿m\pff kvYmhc PwKa kz¯pIÄ ImWn¨p sImSp¡m\pff D¯chmZn¯whn[nssIhi¡mc\nÂ \n£n]XamW. \nÀ±njS kab¯n\Iw CXnÂ hn[n ssIhi¡mc³]cmPbs¸SpIbmsW¦nÂ, hn[n ssIhi¡mc\v]pXnbXmbn F I knI} j ³ tIkv ^bÂ sN¿m\pff AhImiw നിലനിറുത്തിക്കൊണ്ട് ആവശ്യമായ നോട്ടീസ് നൽകി സെയിൽ ഓഫീസർക്ക് കേസുകൾ XoÀ¸m¡mhp¶XmW. \nehnÂ Hcp hÀj¯ne [nIw]g¡apff F I knI} j ³ tIkpIÄ 1999 se k l IcW t`ZKXn \nbaw {]m_ey¯nÂ h¶v Hcp വർഷത്തിനുള്ളിൽ തീർപ്പാക്കി നടപടി പൂർത്തീകരിക്കേണ്ടതാണ്. ഈ നിർദ്ദേശം എല്ലാ ജോയിന്റ് രജിസ്ട്രാർമാരും കർശനമായി പാലിച്ചിരിക്കേണ്ടതാണ്. ഇതിൽ വീഴ്ച hcp¯p¶ hÀs¡Xnsc \S]Sn ssIs¡mffp¶XmsW¶pw HmÀ½s¸Sp¯p¶p.

sI. N{µtk\ {]kmZv

k l IcW kwLw cPn k{SmdpsS NmÀPv hIn¡p¶

A Uo j WÂ cPn k{SmÀ (I¬ k}aÀ)

No.ADL(3) 36301/2000 Office of the Registrar of Co-operative Societies Thiruvananthapuram 31-12-2000

CIRCULAR No. 55/2000

Sub: **Co-operative Department – Kerala Co-operative Societies Act and Rules – Disposal of disputes under section 69 and Kerala Co-operative Societies Act 1969 (Amendment Act) 1999 –delegation to officers to decide the cases – revision – regarding**

Ref: **Registrar’s Circular No.42/93 vide letter No.ADL(3) 42345/92 dated 6-7-93**

In the Circular referred above, authorisation had been issued to the different cadres of officers of the Co-operative Department to accept and dispose off Arbitration Cases, under section 69 and 70 of Kerala Co-operative Societies Act 1969 and under Rules 67 and 68 of the Kerala Co-operative Societies Rules 1969.

k l IcW kÀ¡peÀ kamI mcw

Consequent on the liberalization of loan policies the business of the Co-operatives have increased abundantly. As such the number of Arbitration Cases from bigger Co-operative Societies like District Co-operative Bank etc., have also increased. Such cases are normally filed before the Additional Registrar of Co-operative Societies and Registrar of Co-operative Societies based on the instructions contained in the above circular. This has caused much difficulties to those bigger Societies, and they have appealed for the revision of the above circular so as to enable them to settle the case at District level. On examining these requests it is found necessary to revise the conditions in the above circular. In this circumstances, in supersession of the circular referred above the following revised limitations/Authorisation are made in respect of the Arbitration cases to be dealt with under Section 69 & 70 of the Kerala Co-operative Societies Act 1969 (Amendment) Act 1999 and the Rules 67 & 68 of the Kerala Co-operative Societies Rules 1969 (Amendment) Rules 2000, thereunder.

A. **Non-monetary Disputes**

	Nature of Disputes.	**Authority to whom Disputes are to be filed**
1.	All Non-monetary disputes in respect of Co-operative Institutions having:- (a). State wide area of operation and (b). Area of operation extending to more than one District.	Registrar of Co-op: Societies.
2.	All Non-monetary disputes in respect of Co-operative Institutions having:- (a) One District as area of operation and (b) Area of operation extending to more than one taluk.	Joint Registrar (General) of the District.
3.	All Non-monetary disputes in respect of Co-operative institutions whose area of operation is within a Taluk.	Assistant Registrar (General) of the Taluk.

B. **Monetary Disputes.**

1.	All Monetary disputes in respect of Co-operative Institutions having:- (a). State wide area of operation and (b) Area of operation exceeding more than one District.	Registrar of Co-operative Societies.
2.	(a) All monetary disputes in respect of	

Co-operative institutions having:- (i) One District as area of operation and (ii) Area of operation extending to more than one Taluk of the District. (b) All monetary disputes involving Rs 10 lakhs and above in each case in respect of Co-operative institution in a Taluk or less.	Joint Registrar (General) of the District
3. All monetary disputes involving Rs 5 lakhs and above, but below Rs 10 lakhs in each case in respect of Co-operative institutions, the area of operation of which does not extend beyond one Taluk.	Assistant Registrar of Co-op: Societies (General) of the Taluk.
4. All Monetary disputes involving below Rs 5 Lakhs in each case, in respect of Co-operative Institutions, the areas of operation of which does not extend beyond the Administrative Taluk.	Inspector of Co-operative Societies

This order will be in force with immediate effect.

The disputes entertained as per the present procedure need not be reallotted as per this circular and they will be disposed off as per the existing procedures.

The orders contained in this circular will apply to the Co-operative Institutions coming under the Administrative control of Co-operative Department only.

Dharam Veer
Registrar of Co-operative Societies

No.ADL (5) 50038/99. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 8-2-2001

CIRCULAR No. 11/2001

Sub: **Execution petitions-Collection of fee for execution of decisions-Awards, decrees-orders-revision of rates-Regarding.**

Ref: **This office Circular No. 8/95 dated 10-4-1995.**

In Supersession of the Orders read as 1st above and in exercise of the powers

k l IcW kÀ¡peÀ kamImcw

conferred under Sub Rule (2) 74 of the Kerala Co-operative Societies Rules, 1969, the Registrar of Co-op: Societies, prescribes the revised fees for various services under execution of decisions, awards, decrees or orders etc.

		Rs. Ps.
(1)	Execution petitions fee:	
	i) If the value of the subject matter is less than Rs. 500/-.	
	ii) If the value of Rs.500/- and above.	10 . 00
2)	Fee for notice or summons:	30 . 00
	i) When sent by Registered post	
	ii) When served by an Officer of the department for the first person in the same village	Actual cost 6 . 00
	iii) For every additional person in the same village if the process be applied for at the same time.	4 . 00
3)	Attachment fee per case	
4)	Sale Fee	30 . 00
5)	Objection Fee	30 . 00
6)	Attachment before Judgement	20 . 00
		50 . 00

The above revised rates will come into force with effect from 8-2-2001

Dharam Veer
Registrar of Co-operative Societies

\¼À F.Un.FÂ. 1/15397/86. k l IcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 1986 sab 20

kÀ¡peÀ \¼À 16/86

hnjbw: **en IzntU j \nencn ¡p¶ kwL § fpsS h I A I kmam\ § fpw aäpw hnägn ¡p¶Xþ kw_ Ôn¨.**

en IzntU j \nencn ¡p¶ Nne kwL § fpsS h I A I kmam\ § fpw aäpw]qÀ®ambpw hnägn ¡msX Ah A knkäâp cPnk{SmÀ B ^okpI fnÂ D]tbmKn¨phcp¶Xmbn {i ² bnÂs¸«ncn ¡p¶p. \S]Sn Xn I ¨pw sXämW. en IzntU j \nepff kwL § fpsS h I km[\ § fpsS hnhc § Ä Ah ചാർജെടുക്കുമ്പോൾ തന്നെ പ്രത്യേക രജിസ്റ്ററിൽ എഴുതി സുക്ഷിക്കേണ്ടതും ആയതു apgph\pw \nbam\pkcWw]ckyambn teew sNbXp kwL ¯nsâ apXenÂ കൂട്ടേണ്ടതുമാണ്. ഇത്തരം ലേല നടപടികൾ ലിക്വിഡേറ്റർ ചാർജെടുത്തു കഴിഞ്ഞാൽ ഒരു ക്ലിപ്ത സമയത്തിനുള്ളിൽ ചെയ്തു തീർക്കേണ്ടതാണ്. അപ്രകാരം ചെയ്യാതെ അകസാമാനങ്ങളും മറ്റും ആഫീസ് ആവശ്യത്തിന് ഉപയോഗിക്കുന്നതിനു വേണ്ടി ImeXmakw hcp¯p¶Xpw \nbam\pkrXaÃ. apgph³ A I kmam\ § fpw hnÂ ¡mXncn ¡pIbpw hnÂ¸\ ¡ ImeXmakw hcp¯p¶Xp \nan¯w ഉണ്ടായേക്കാവുന്ന നഷ്ടങ്ങൾക്ക് ലിക്വിഡേറ്റർ ഉത്തരവാദിയായിരിക്കുമെന്നുള്ള കാര്യം ഓർമ്മപ്പെടുത്തേണ്ടതില്ലല്ലോ. ജില്ലയിലുള്ള ജോയിന്റ് രജിസ്ട്രാർമാർ en IzntU j \nepff kwL § fpsS Ahkm\ \S]SnIÄ]qÀ¯oIcn¡p¶ (ഫൈനൽ വൈന്റിംഗ് അപ്പ്) തു വരെയുള്ള നടപടി ക്രമങ്ങൾ കൃത്യമായി പാലിച്ചിട്ടുണ്ട് എന്ന് ഉറപ്പു വരുത്തേണ്ടതും ഇക്കാര്യത്തിൽ താലൂക്കിലെ അസിസ്റ്റന്റ് രജിസ്ട്രാർ en IzntUäÀ F.C.FÂ.B UnäÀ F¶nhsc t_m[hm³amcm¡phm³ \S]SnIÄ കൈക്കൊള്ളേണ്ടതുമാണ്.

സഹകരണ സംഘം രജിസ്ട്രാർക്കുവേണ്ടി

No.ADL (1) 66656/84. Office of the Registrar of Co-operative Societies Thiruvananthapuram, 17th October, 1986

CIRCULAR No. 43/86

Sub: **Liquidation of Co-operative Societies-Deciding questions of priority arising between claimants by the Liquidator under section 73 (1), (2), (3) of Kerala Co-operative Societies Act 1969-Properties of liquidated societies liable for first charge for the debt due to Government-Instructions issued.**

As per section 73 (2) of the Kerala Co-operative Societies Act, 1969, the powers of a Liquidator appointed to wind up the affairs of a society shall be

subject to the control of the Registrar of Co-operative Societies. According to Section 73 (2) (c) of the Kerala Co-operative Societies Act, 1969, a Liquidator appointed under section 72 of the said act, shall have powers to investigate all claims against the society and subject to the provisions of the Act, to decide questions of priority arising between claimants.

While deciding questions of priority arising between claimants; the liquidator of a Co-operative Society, has to give priority to the claim of Government and that the properties of a liquidated society should be a first charge for a debt due to government. It has been clarified by Government that any amount to be written off against Government due could be done only after obtaining the approval of the authority competent to sanction write off of the irrecoverable loss of Government.

Rule 61 (2) of the Kerala Co-operative Societies Rules, 1969, lays down that on the winding up of a society the reserve fund together with other funds constituted by the society in accordance with its bye-laws shall be applied by the liquidator to discharge such liabilities of the society; as may remain undischarged out of the assets of the society. It is also prescribed that the debt due to the Government shall be given top priority while discharging such liabilities. The liquidators will strictly adhere to these rules in the course of Liquidation of societies. They will be personally liable for any loss caused to Government on account of deviation from the above rules. The Joint Registrars will also bring the following to the notice of all the subordinate officers.

(a) While deciding questions of priority arising between claimants under section 73 (2) (c) of Kerala Co-operative Societies Act, 1969, the claim of Government shall be given first priority on the assets of the society.

(b) If it is found that the assets of the society prove to be not recoverable and consequently the claim of Government in respect of any debt due to Government can not be met from out of the assets and Reserve Fund of the society, the liquidator shall obtain prior approval of Government, through the Registrar of Co-operative Societies, for writing off the debt due to Government. Only after obtaining the approval of Government, the liquidator can finalise the winding up of the affairs of the society.

K. V. Nambiar
Registrar of Co-operative Societies

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No.ADL (1) Pdl. 3/95. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 18-7-1995

CIRCULAR No. 21/95

Sub: **Liquidation of Co-operative Societies-Levy of Liquidation charges-Instructions issued.**

In exercise of the powers conferred under Sub Rule (7) of Rule 69 of the Kerala Co-operative Societies Rules, 1969, the Registrar of Co-operative Societies, prescribes the following rate of levy of liquidation charges.

(a) The liquidators throughout the State will levy 15% of the total cash collections towards the cost of liquidation.

(b) Out of 15% so collection ¾ (i.e. 11.25%) shall be remitted to Government.

(c) The remaining ¼ (i.e. 3.75%) of the total cash collection left to the liquidators to meet essential contingent charges.

Cash collection means the Assets of the liquidated societies realised by the liquidator during the process of liquidation including deposits/and investments withdrawn. Withdrawals from the savings and current accounts of the societies of deposits made by the liquidators out of collections will not however be treated as cash collections.

The revised rates will come into force with effect from 1-7-1995.

Minnie Mathew
Registrar of Co-operative Societies

IMMEDIATE

No.G.5475/86. Office of the Registrar of Co-operative Societies
Trivandrum, 10-2-1986

From

The Registrar of Co-op: Societies
Trivandrum.

To

All Joint Registrars.

Sir,

Sub: **Appeals under the Co-operative Societies Act, and Rules against the orders of the Joint Registrars of Co-operative Societies-Regarding.**

Section 83 of the Kerala Co-operative Societies Act, 1969 provides for appeal before the Government against the orders of the Joint Registrars of Co-operative Societies who exercise the power of the Registrar. A large number of appeals are being filed before the Government under this section. Government have now brought to the notice of the Registrar that in a number of cases there are violations of written rules and regulations before orders are passed by the Joint Registrar namely in removal of committee members, supersession or in appointment of administrators etc. Often motives are also attributed by the appellants. Though such pleas may be generally raised by them, in a few cases at least it has come to the notice of the Government that there are apparent violations of provisions of the Act, Rules and Regulations while passing order by the Joint Registrars. May be such violations may not ultimately prove to be material but nevertheless some times create avenues or areas for rescinding the orders passed by authorities and also increase the volume of work. As you are aware, normally appeals are decided by Government after hearing the views of the Joint Registrar or the Registrar.

So it is felt imperative that the Joint Registrar should exercise the statutory powers properly and observing the provisions of the Act, Rules and Regulations so that chances of appeals/complaints against the orders of the Joint Registrars are avoided. The Orders of the Joint Registrar shall be absolutely clear and should be indicative of the fact that rules and well laid out principles were followed before passing such orders.

Yours faithfully
For Registrar of Co-operative Societies

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No.G(3)32956/70. Office of the Registrar of Co-operative Societies
Trivandrum, 17th August 1970

CIRCULAR No. 49/70

Sub: **Concurrent jurisdiction-Exercise of Powers-Instruction-Regarding.**

As per the notification issued under the G.O.MS.No.255/69/AD dated 28-6-1969 certain powers of the Registrar of Co-operative Societies have been conferred on the Additional Registrar, Joint Registrars, Deputy Registrars and Assistant Registrars. Thus the Additional Registrar and Joint Registrars get concurrent jurisdiction in respect of all powers conferred on the Deputy Registrars and Assistant Registrars. Similarly the Deputy Registrars and Assistant Registrars have concurrent jurisdiction in respect of power conferred on the Assistant Registrars.

The existence of concurrent jurisdiction renders very necessary the observance of commity between those jurisdictions. It is a matter of great public importance that there should not be any conflict or clash of jurisdiction between two equally competent authorities. In order to ensure strict compliance of this rule of law the following instruction are issued for the guidance of the officers of this Department.

1. No matter which can be disposed by a subordinate officer shall ordinarily be entertained by a higher authority.
2. But a higher authority having jurisdiction in the matter may under special circumstances to be recorded in writing entertain such cases but before doing so he should satisfy himself that this is not a matter already disposed or pending consideration by the local officer concerned.
3. If a matter is entertained by a higher authority as stated above the local authority shall not entertain such matters.

(Sd/-)
Registrar of Co-operative Societies

No.G3/49965/71. Office of the Registrar of Co-operative Societies
Trivandrum, 22nd December 1971

CIRCULAR No. 63/71

Sub: **Office Procedure-Offices of the Circle Officers-Disposal of work in office-Instructions issued.**

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It is observed that there is no uniformity in the system of work in the offices of the Circle Officers. In some offices the Circle Officer maintains a Personal Register and each Unit Inspector is required to maintain separate Personal Registers while in some other offices only one Personal Register is maintained for the entire Circle Office. With proper co-ordinatioin of the work of the Circle Officer and the Unit Inspectors, the time spent in office routine work can be minimised considerably. Since the Unit Inspectors are essentially meant for field work it will affect their programme if they are required to work in the Circle Office for unduly long periods. It is therefore considered that only one set of Registers (Personal Register, /Periodical Register etc.) need be maintained in the Circle Office, but the Unit Inspectors may help the Circle Office in maintaining the Registers. When any reference requiring the report of the Unit Inspector is issued on when the concerned file is handed over to the Unit Inspector for report necessary entries may be made in the Personal Register or an acknowledgement may be obtained either in the Personal Register itself or in the Local Delivery Book. Such an arrangement will help to eliminate duplication of work. It will also facilitate the easy checking of the different Registers by the Circle Officer.

All the Circle Officers are therefore requested to unify the procedure by following the above instructions, with effect from 1-1-1972.

(Sd/-)
For Registrar of Co-operative Societies

No.G1-12718/75. Office of the Registrar of Co-operative Societies
Trivandrum, 23rd March 1975

CIRCULAR No. 17/75

Sub: **Disciplinary action-Failure on the part of the Assistant Registrars and Deputy Registrars to take disciplinary action against subordinates-Instructions issued.**

It is noticed that at present the Deputy Registrars and Assistant Registrars are not taking disciplinary action against the Subordinates under the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 even when serious lapses / irregularities are noticed against them. The normal tendency for the Deputy Registrar is to forward all such cases to the Registrar of Co-operative Societies. Under Rule 13 (2) (a) of the above rules, the authority which may impose the penalties of-

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(i) Censure

(ii) Fine and

(iii) Withholding of increments

on a member of subordinate service shall be his immediate superior Gazetted Officer. It is clear from the above that the Assistant Registrars and Deputy Registrars are competent to take disciplinary action against the Inspectors, Clerks, Typists, Attenders and Peons working in the Office of the Assistant Registrar or Deputy Registrar as the case may be in respect of cases the penalty of which is censure, fine or withholding of increments. Only serious cases requiring the imposition of other penalties like withholding of promotion recovery from pay, reduction to lower rank, compulsory retirement, removal from service, dismissal from service, reduction of pension etc., need be referred to the Registrar for action.

2. It may be noted that while imposing the penalty of fine the provisions in rule (11) (2) of the said rules should also be borne in mind.

3. Rule 16 of the said rules prescribed the procedure to be followed in the imposition of the above penalties. The Deputy Registrars and Assistant Registrars are therefore requested to follow the said procedure and the instructions issued by Government from time to time in this connection while initiating the disciplinary action, the penalty of which is censure, fine or withholding of increments.

4. The procedure prescribed by rule 16 is extracted below for guidance:-

(i) The Government Servant shall be informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken;

(ii) He shall also be given an opportunity to make any representation he may wish to make;

(iii) For the purposes of (i) and (ii) above a memorandum of charges supported by a statement of allegations has to be served on the Government servant. The charges should be specific and supported by clear evidences to be furnished in the statement of allegation. The Government servant shall also be informed that he shall file his representation, if any, in the matter within 15 days from date of receipt of the memorandum of charges and that if he fails to take his representations within the said period he shall be proceeded against as if he has no representation to submit in this matter.

(iv) The representation made by the delinquent Government servant shall be considered by the disciplinary authority before taking a final decision in the matter. If any request for perusal of any record, examination of any witness or personal hearing is received from the Government servant, the disciplinary authority shall dispose of the request according to the merits of the case and communicate the decision to the delinquent Government servant.

5. The record of proceedings in such cases shall include.

(a) A copy of the intimation to the Government servant of the proposal to take action against him.

(b) A copy of the statement of allegations communicated to him.

(c) His representation, if any, and

(d) The final orders of the Disciplinary Authority with the reasons therefore.

6. It may be seen that for the imposition of any of the penalties mentioned above there is no necessity to issue a further show cause notice after considering the representation filed by the delinquent Government servant. The proposed penalty may, if necessary, be stated in the charge memo itself. If the Government servant fails to make his representation within the stipulated period, the disciplinary authority may proceed further. Should he request for extension of time, the Disciplinary Authority may grant the same if the reasons stated are acceptable. Since the procedure is very simple, it must be possible to dispose of the case within a period of two months in the ordinary course.

7. A model form of the memorandum of charges is appended.

8. All the Assistant Registrars and Deputy Registrars are informed that they may resort to disciplinary action under the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 in suitable cases without reporting all such cases for action to the Registrar of Co-operative Societies. Maintenance of discipline among the staff under their respective administrative control is their primary responsibility and it is hoped that they will not be found wanting in this regard.

9. The receipt of this Circular may be acknowledged.

T. N. Jayachandran
Registrar of Co-operative Societies

No.G (1) 7390/76. Office of the Registrar of Co-operative Societies
Trivandrum, 18th February 1976

CIRCULAR No. 8/76

Sub: **Kerala Government Servants Conduct Rules, 1960 - Rule 93A - Instructions issued.**

According to Rule 93 A of the Kerala Government Servants Conduct Rules 1960, All Government Servants shall ordinarily reside within the limits of their headquarters stations i.e.. Within a radius of 15 Kilometres from their offices. Whenever any Government Servant finds it necessary to live outside the prescribed Headquarters he shall obtain specific sanction of the Head of office or other competent authority. Permission to reside outside the Headquarters will be granted only in exceptional cases, each case being considered on its merits and in accordance with administrative convenience. When a Government Servant living in the Headquarters station wants to leave the Station on private business he will have to obtain permission from his superior officer. It has come to the notice of the Registrar that a number of officers of this Department are not observing the above rule. All officers are directed to strictly adhere to the provisions under Rule 93 A of the Kerala Government Servants' Conduct Rules, 1960. They are informed that any violation of this rule will be dealt with seriously.

2. All Heads of Offices of the Department are requested to bring this Circular to the notice of all their subordinates and report cases of violations promptly.

T. N. Jayachandran
Registrar of Co-operative Societies

No.ADL (1) 8870/76. Office of the Registrar of Co-operative Societies
Trivandrum, 16th March 1976

CIRCULAR No. 18/76

Sub: **Co-operative Department-Quarterly Inspection of the offices of the Assistant Registrars (Audit)-Regarding.**

Ref: **Minutes of the Conference of Deputy Registrars (Audit) held on 24-1-1976 at Trichur.**

The attention of all the Deputy Registrars (Audit) is invited to the Minutes of the Conference of Deputy Registrar's (Audit) held on 24-1-1976 at

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Trichur. In the conference it was decided that for the quarterly inspection of the offices of the Assistant Registrars (Audit) by the Deputy Registrars (Audit) as Separate periodical showing the No. of inspections completed, the defects noticed, comments thereon etc., may be prescribed and the work of the Deputy Registrars reviewed by the Joint Registrar (Audit) and the Registrar of Co-operative Societies. According to the above, the proforma as appended hereto are prescribed for furnishing the monthly report on the subject by the Deputy Registrars (Audit). The report should reach this office before 15th of every month, and should be addressed to the Joint Registrar (Audit) Demi Officially. The receipt of this Circular should be acknowledged by return.

D. Anandavalli Amma
Joint Registrar of Co-operative Societies (Audit)

\¼À Pn. 1/28931/76. klIcW kwLw cPnk{SmÀ B^okv
Xncph\´]pcw, 1976 BKkvä 16

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hnjbw: **klIcW Un¸mÀ«psaâv þ klIcW hIp¸nse C³ks]IvSÀamcpw B UnäÀamcpw klIcW kwL§fnse അക്കൗണ്ടുകൾ എഴുതുന്നതു സംബന്ധിച്ച്.**

klIcW Un¸mÀ«psaânse Nne B UnäÀamcpw C³ks]IvSÀamcpw അവരവരുടെ നിയന്ത്രണത്തിലുള്ള ചില സംഘങ്ങളിലെ അക്കൗണ്ടുകൾ സംഘം Poh\¡mÀ¡v]cnNbansÃ¯pff ImcW¯mÂ FgpXn hcp¶Xp \ncpXvkmls¸Sp¯ Wsa¶v tImgnt¡mSv Un.F kv.]n. (hnPne³kv) kÀ¡mÀ വഴി രജിസ്ട്രാറുറെട ശ്രദ്ധയിൽ കൊണ്ടു വന്നിട്ടുണ്ട്. സംഘങ്ങൾ പരിശോധിക്കുകയും ആഡിറ്റ് നടത്തുകയും ചെയ്യേണ്ട ഉദ്യോഗസ്ഥൻമാർ ഇപ്രകാരം അക്കൗണ്ടുകൾ എഴുതുന്നതുകൊണ്ട് പല പ്രയാസങ്ങളും ഉണ്ടാകാൻ സാധ്യതയുണ്ട്. kwL§Ä CXp ImcWw IW¡pIÄ IrXyambn FgpXn]qÀ¯nbmImsX ബാക്കിയിടാൻ ഇടയാകുന്നു. കൂടാതെ വല്ലതും വിട്ടുപോയിട്ടുണ്ടെങ്കിൽ അXv ഉദ്യോഗസ്ഥന്റെ ശ്രദ്ധയിൽ പെടാതിരിക്കുവാനുള്ള സാധ്യതയുണ്ട്. മാത്രമല്ല സംഘം DtZymKkvY³amÀ kwL§fnse ssZ\wZn\ ImcyÀ fnÂ AanXambn CSs]Sp¶Xmbpff [mcW s]mXp P\§Ä¡nSbnÂ]c¡p¶Xn\pw CXp കാരണമായി ഭവിക്കുന്നു. അതുകൊണ്ട് മേലിൽ സഹകരണ ഡിപ്പാർട്ടുമെന്റിലെ C³ks]IvSÀamcpw B UnäÀamcpw kwLw \mÄhgn XpS§nb IW¡pIÄ kzbw FgpXm³]mSnÃm¯XmIp¶p.

Sn. F³. PbN{µ³
klIcW kwLw cPnk{SmÀ

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k {SmcpsS \nÀt±i § fpw

\¼À. C.(2)38729/76. k l IcW kwLw cPn k{SmÀ B ^okv Xncph\´]pcw, 1976 B K kväv 16

kÀ ¡peÀ \¼À 60/76

hnjbw: **k l IcW h Ip¸pDtZymK k Y³ amÀ k Yew amäs¸Spt¼mÄ dn ¡ mÀUp I Ä ss I amäw sN¿p ¶ Xp kw_ Ôn¨v.**

Nne C³ k s] I SÀamÀ k Yew amäs¸Spt¼mÄ]pXn b Xmbn NmÀsPSp ¡ p ¶ B fn\v ap³ ^ bep I fpw dn ¡ mÀUp I fpw ss I amäw sN¿s¸Sp ¶nsÃ ¶ cPn k{SmdpsS{i ² bnÂ s]«ncn ¡ p ¶p. CXv B imkyIcamb \S]SnbÃ. CXp aqew]pXnbXmbn hcp ¶ B fn\v _ Ôs¸« dn ¡ mÀUpIsf kw_ Ôn¨v icnbmb hnhcw CÃmXmIp¶p. Cu \S]Sn B hÀ¯n ¡ mXncn íp¶ Xn\mbn Xmsg]dbp¶ \nÀt±i §Ä \Â Inbncn ¡ p¶p.

(1) Hcp C³ k s] I SÀ/s k bnem^okÀ k Yew amäs¸Spt¼mÄ A bmfpsS D¯ chmZnXz¯nepff ^ bep I fptSbpw aäv dn ¡ mÀUp I fpsSbpw eo kävv എഴുതി പിൻഗാമിയെ ഏൽപ്പിക്കേണ്ടതാണ്.

(2) C{] Imcw X¿mdm ¡ p¶ eokänsâ Hcp {]Xn _ Ôs¸« A knkäâp cPn k{SmÀ ¡ v \Â I pI bpw AXv A knkäâ cPn k{SmÀ B ^oknÂ ^bÂ sN¿pIbpw thWw. {] kXpX enkänsâ Hmtcm {]Xn k Yew amäs¸« DtZymK k Y\pw]pXnbXmbn hcp¶ DtZymK k Y\pw A knkäâv രജിസ്ട്രാറുടെ അടിയൊപ്പോടുകൂടി സൂക്ഷിക്കേണ്ടതാണ്.

taÂ kqNn¸n¨n«pff \nÀt±i §Ä IrXyambn]men ¡ p ¶ Xn\v X § fpsS I ogn tPmen sN¿p¶ FÃm C³ k s] I SÀamÀ ¡ pw s k bnem^okÀamÀ ¡ pw \nÀt±i w \Â I phm³ FÃm sU] }«n cPn k{SmÀamtcbpw NpaXes¸Sp¯p¶p.

Cu kÀ ¡peÀ In«nbXmbn FÃm sU] }«n cPn k{SmÀamcpw Cu B ^oknÂ Adnbn í Ww.

സഹകരണസംഘം രജിസ്ട്രാർക്കുവേണ്ടി

No. 154123/M1/77/GAD. Office of the Registrar of Co-operative Societies Trivandrum, 4th February 1978

CIRCULAR MEMORANDUM

Sub: **Confidential Records-Preparation and maintenance of confidential Records on Government Servants-Direction to follow the instructions-Already issued.**

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In G.O.(P) 344/66/PD. Dated 22-8-1966, Government have prescribed the procedure to be followed for the preparation and maintenance of confidential Records on Government Servants.

The responsibility of the Head of Department/Office, the Reporting Officer and the reviewing Officer, the points to be noted while preparing the confidential report, the particulars to be included in the records, the procedure to be adopted in dealing with the representations on adverse remarks in Confidential Records etc. have been laid down in the G.O.(P) 344/66/PD. Dated 22-8-1966 and other subsequent instructions issued thereon. According to these instructions, the official superior of the reporting officer should consider it his duty to form his own judgement of the work and conduct of the reportee. He should exercise positive and independent judgement on the remarks of the Reporting Officer under the various detailed headings in the form of the report as well as on the general assessment and express clearly his agreement or disagreement with those remarks. The entries in the confidential report should be descriptive. The Reporting Officers should try to advance specific instances to justify their observations and the report should represent a frank and full appraisal of the Officers' merits and demerits. It has also been laid down that where an officer has made an adverse remarks against a Government Servant serving under him for two consecutive years, the Reviewing Officer/Officer who is in custody of the Confidential Records may also consider the desirability of giving the Government Servant concerned an opportunity to serve under another Officer so that, there will, at least be two independent opinions, relating to the work of the Government Servant. Similarly according to the standing orders the confidential records should be shown to the Officers reported upon and their signatures obtained in token of having seen the report.

But it has come to the notice of the Government that these instructions are seldom complied with by the Officers concerned. Because of this, much difficulties are experienced at the D. P. C. meetings when the lists of officers are finalised for selection posts. The Reporting and the Reviewing Officers are therefore directed once again to follow strictly these instructions while preparing the Confidential Records on their subordinates.

V. P. Krishna Kumar
Additional Secretary

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\¼À C. (3) 11091/78 k l IcW kwLw cPn k{SmÀ B ^o k Xncph\ ´]pcw, 1978 tab 2

kÀ ¡peÀ \¼À 12/78

hn j bw: **k l IcW h Ip¸ pDtZymKkY ³ amcpsS c l ky ^bepI Ä ss I Imcyw sN¿p¶ Xp kw_ Ôn¨.**

kqN\: **kÀ ¡ mcnse P\dÂ AUan\nk t{S j ³ hn`mK¯nÂ \n ¶pw 4þ2þ1978 Â 154123/ F w.1/77Pn. F w. Un. \¼cmbn]pds¸Sphn¨n«pf f സർക്കുലർ മെമ്മോറാണ്ടം.**

taÂ kqNn¸n¨n«pf f kÀ ¡ mÀ D¯chnsâ Hcp] IÀ¸ CtXmsSm¸w അയക്കുന്നു. രഹസ്യ ഫയലുകൾ കൈകാര്യം ചെയ്യേണ്ടതായ റിപ്പോർട്ടിംഗ്/കൗണ്ടർ സൈനിംഗ് ഉദ്യോഗസ്ഥമാർ അനുവർത്തിക്കേണ്ടതായ കാര്യങ്ങൾ ടി ഉത്തരവിൽ വ്യക്തമാക്കിയിട്ടുണ്ട്. ഇതു സംബന്ധിച്ച് താഴെ പറയുന്ന നിർദ്ദേശങ്ങൾ ഈ ഡിപ്പാർട്ടുമെന്റിലെ റിപ്പോർട്ടിംഗ്/കൗണ്ടർ സൈനിംഗ് ഉദ്യോഗസ്ഥൻമാരുടെ പ്രത്യേക {i ² ímbn \Â Inbncn ¡p¶p.

2. Cu B ^o knÂ \n ¶pw CXp kw_ Ôambn]pds¸Sphn¨n«pf f ap³ \nÀt± i § Ä A\pkcn¨ Cu Un¸mÀ«psaâ nse ko\nbÀ C³ ks] IS À / B UnäÀ XpS § n tatem«pf f DtZymKkY ³amsc kw_ Ôn¨ c l ky ^ bepI fmW FgpXn സൂക്ഷിക്കേണ്ടത്. ആരൊക്കെയാണ് റിപ്പോർട്ടിംഗ്/കൗണ്ടർ സൈനിംഗ് ഉദ്യോഗസ്ഥൻ ഇതു സംബന്ധിച്ച് മുൻപ് പറപ്പെടുവിച്ചിട്ടുള്ള ഉത്തരവുകൾ വ്യക്തമാക്കിയിട്ടുണ്ട്.

3. Hmtcm dnt¸mÀ«nwK B ^o kdpw Xsâ \nb{´ W¯nÂ 30/6, 31/12 F ¶o XobXn I fnÂ A h km\n ¡p¶ AÀ² hÀ j ¯nÂ {] hÀ ¯n¨ncp¶ ഉദ്യോഗസ്ഥൻമാരെ സംബന്ധിച്ചാണ് രഹസ്യ ഫയലുകൾ എഴുതേണ്ടത്. ഓരോ DtZymKkY\pw Xsâ IognÂ F{X ImeamW {] hÀ ¯n¨ncp¶sX¶ വ്യക്തമാക്കേണ്ടതുW \n j] £ ambn A`ിപ്രായങ്ങൾ രേഖപ്പെടുത്തേണ്ടതുമാണ്. h fsc Npcp§nb Imet¯ ¡ mW Hcp DtZymKkY ³ tPmen sNbXncp¶X F¦nepw Abmsf kw_ Ôn¨pf f AÊ ksaân\ kabambn«nÃ F¦nepw Abmsf kw_ Ôn¨ aäp hnhc § Ä tcJs¸Sp¯ n Imebf h Npcp§nbXn\mÂ ശരിയായ നിഗമനത്തിൽ എത്തുവാൻ സമയമായിട്ടില്ല എന്ന് രേഖപ്പെടുത്തേണ്ടതാണ്.

4. taÂ]d ª AÀ² hmÀ jnI Imemh[n I Ä ¡ nSbnÂ GsX¦nepw റിപ്പോർട്ടിംഗ്/കൗണ്ടർ സൈനിംഗ് ഉദ്യോഗസ്ഥാൻമാർ ചാർജ്ജു വിടുകയാണെങ്കിലും A bmfpsS \nb{´ W¯nepf fXpwc l ky ^ bepI fnÂ _m[Iambn«pf fXpamb ഉദ്യോഗസ്ഥൻമാർ ചാർജ്ജു വിടേണ്ടതായി വരികയാണെങ്കിലും ആ തീയതി വരെയുള്ള രഹസ്യ ഫയലുകൾ കൂടി എഴുതേണ്ടതാണ്. റിപ്പോർട്ടിംഗ് ആഫീസർ റിപ്പോർട്ട്

k I IcW kÀ¡peÀ kam I mcw

ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥനെ കാണിച്ച് സാക്ഷ്യപ്പെടുത്തി കൗണ്ടർ സൈനിംഗ് ഉദ്യോഗസ്ഥനയക്കേണ്ടതും അദ്ദേഹം തന്റെ സ്വതന്ത്രവും നിഷ്പക്ഷവുമായ A `ിപ്രായങ്ങൾ രേഖപ്പെടുത്തി സൂക്ഷിക്കേണ്ടതുമാണ്.

5. dnt¸mÀ«nwK B ^okÀamÀ Xsâ \nb{´W¯nÂ {]hÀ¯n¨ncp¶ DtZymKkY³amsc kw_Ôn¨ cl ky ^bepIÄ GXp Imebfhp hscsbms¡ എഴുതിപ്പിച്ച് സൃഷ്ടിച്ചിട്ടുണ്ടെന്നും ഇതു സംബന്ധിച്ച രജിസ്റ്ററിൽ കാലാകാലങ്ങളിൽ രേഖപ്പെടുത്തി വക്കേണ്ടതും ആയത് എങ്ങോട്ടെങ്കിലും അയക്കുകയോ മറ്റോ sN¿pt¼mÄ CXp kw_Ôn¨ "aqhisaâ" {] kIXpX cPnkädnÂ രേഖപ്പെടുത്തേണ്ടതും ആകുന്നു.

6. dnt¸mÀ«nwK B ^okÀ cl ky ^bepIÄ {]tXyIw IhdnÂ koepsNbX "Im¬ ^nU³ jyÂ" എന്ന ഒരു ലേബലോടു കൂടി കൗണ്ടർസൈനിംഗ് ഉദ്യോഗസ്ഥന് അയച്ചു കൊടുക്കേണ്ടതും ആയത് കൗണ്ടർ സൈനിംഗ് ഉദ്യോഗസ്ഥൻമാത്രം തുറക്കേണ്ടതും തന്റെ അഭിപ്രായം രേഖപ്പെടുത്തി രഹസ്യമായി തന്നെ സുക്ഷിക്കേണ്ടതുമാണ്.

7. റിപ്പോർട്ടിംഗ് ആഫീസർ പ്രതികൂലമായി രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ ആയതിനു IqSpXÂ {i² sNep¯n AXn³taÂ A¸oÂ e`n¡pIbmsW¦nÂ DNnXamb നടപടികൾ കൈക്കൊളേളണ്ടതാണ്. റിപ്പോർട്ടിംഗ് ആഫീസർ പ്രതികൂലമായി എഴുതിയിട്ടില്ലെങ്കിലും കൗണ്ടർ സൈനിംഗ് ഉദ്യോഗസ്ഥൻ പ്രതികൂലാഭിപ്രായം tcJs¸Sp¯pIbmsW¦nÂ BbXp _Ôs¸« hyIXnsb ImWn¨p സാക്ഷ്യപ്പെടുത്തേണ്ടതും അഥവാ അപ്പീൽ ലഭിച്ചാൽ അതനുസരിച്ച് മേൽ നടപടികൾ യുക്തമായ വിധത്തിൽ കൈക്കൊളേളണ്ടതാണ്.

8. cl ky ^bepIÄ Hmtcmcp¯cptSbpw {]tXyIw "koÂUv" IhdnÂ സൂക്ഷിക്കേണ്ടതാണ്.

9. AXmXp dnt¸mÀ«nwK Hm^okÀamÀ BcpsSsbms¡ bmWv cl ky ^bepIÄ എഴുതി കൗണ്ടർ സൈനിംഗ് ഓഫീസർക്ക് അയച്ചിട്ടുള്ളതെന്ന് കാണിക്കുന്ന രജിസ്റ്റർ സൂക്ഷിക്കേണ്ടതാണ്.

10. മുൻ ഉത്തരവുകൾ അനുസരിച്ച് അതാതു കൗണ്ടർ സൈനിംഗ് DtZymKkY³amÀ cl ky ^bepIfpsS ssIhi¡mc³ BbXp {]tXyIw സൂക്ഷിക്കേണ്ടതും ഈ ആഫീസിൽ നിന്നും ആവശ്യപ്പെടുമ്പോൾ മാത്രം അയച്ചു തരേണ്ടതുമാണ്. എന്നാൽ ഈ ആഫീസിൽ സൂക്ഷിക്കേണ്ടതായ രഹസ്യ ഫയലുകൾ ഈ ആഫീസിലേക്ക് കാലാകാലങ്ങളിൽ അയച്ചു തരേണ്ടതും വിവരം ബന്ധപ്പെട്ട cPnkädnÂ tcJs¸Sp¯pIbpw thWw.

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k{SmcpsS \nÀt± i § fpw

11. Hmtcm AÀ² hÀjw Ign ª ASp¯ amkw BZys¯ BgN (Pqsse P\phcn amk ¯nÂ BZys¯ BgN) X§ fpsS IognÂ {] hÀ ¯n ¡ p¶ FÃm DtZymK kY³amtcbpw kw_ Ôn¨pff (c I ky ^bepIÄ _m[Iambn«pff) രഹസ്യ ഫയലുകൾ എഴുതിയിട്ടുണ്ടെന്നുള്ള സർട്ടിഫിക്കറ്റ് കൗണ്ടർസൈനിംഗ് ഓഫീസർക്കും രണ്ടാമത്തെ ആഴ്ചയിൽ ബന്ധപ്പെട്ട കൗണ്ടർസൈനിംഗ് DtZymK kY³ Xsâ IognÂ tPmen sN¿p¶Xpw c I ky ^bepIÄ GÀs¸Sp¯nbn«pffXpamb FÃm DtZymK kY³amtcbpw kw_ Ôn¨ dnt¸mÀ« വാങ്ങി സൂക്ഷിച്ചിട്ടുണ്ടെന്നു കാണിക്കുന്ന സർട്ടിഫിക്കറ്റ് ഈ ആഫീസിലേക്കും അയച്ചു തരേണ്ടതാണ്. പ്രസ്തുത സർട്ടിഫിക്കറ്റ് അതാതു ഉദ്യോഗസ്ഥൻമാർ സ്ഥലം മാറി പോകുമ്പോൾ ചാർജ് റിപ്പോർട്ടിനോടൊപ്പവും സമർപ്പിച്ചിരിക്കേണ്ടതാകുന്നു.

12. Cu kÀ ¡pednÂ]d ª n«pff coXnbnÂ FÃm DtZymK kY³amcpw c I ky ^bepIÄ FgpXp¶Xn\pw, ssI Imcyw sN¿p¶Xn\pw XnI ª നിഷ്ക്കർഷത പാലിക്കേണ്ടതാണെന്ന് ഓർമ്മിപ്പിക്കുന്നു. ഇതു കൈപ്പറ്റിയ വിവരം അറിയിക്കേണ്ടതാണ്.

_m_p tP¡ _
k l IcW kwLw cPnk{SmÀ

\¼À Pn. (9) 1548/79 k l IcWkwLw cPnk{SmÀ B ^okv Xncph\´]pcw, 19þ3þ1979

kÀ ¡peÀ \¼À 16/79

hnjbw: **A Uan\nk t{SäÀamsc \nban¨n«pff k l IcW kwL § fnse B Unäv kw_ Ôn¨v.**

tIcf k l IcW B IS\nse 32þDw 33þDw h Ip¸pIÄ {] Imcw Nne k l IcW kwL § fnse I½änIsf]ncn¨p hnSpI bpw, kwLw ImcymZnIÄ \S¯p¶Xn\v A Uan\nk t{SäÀamsctbm A Uan\nk t{Sätdtbm \nban¡pI bpw ചെയ്യാറുണ്ട്. സാധാരണയായി ഇപ്രകാരം നിയമിതരാകുന്നത് സ്ഥലത്തെ സഹകരണ kwLw C³ ks] I SÀamcpw A knkäâv cPnk{SmÀamcpw B Wv.

A Uan\nk t{SäÀamcmbn k l IcW kwL § fnÂ Sn DtZymK kY³amÀ `രണ ചുമതല വഹിക്കുമ്പോൾ കമ്മറ്റി ചെയ്യേണ്ട പ്രവർത്തികളാണ് അവർ നിർവഹിക്കേണ്ടിവരുന്നത്. സംഘം ബഡ്ജറ്റ് തയ്യാറാക്കുക, തൻചിലവും സിൽബന്ധിച്ചിലവും നടത്തുക തുടങ്ങി കമ്മറ്റി ചെയ്യേണ്ട എല്ലാ ജോലികളും അഡ്മിനിസ്ട്രേറ്റർമാർ നടത്തേണ്ടതുണ്ട്.

A Uan\nk t{SäÀamcmbn \nbanXcmbn«pff C³ ks] I SÀamsc B UnäÀamcmbn \nban¡pI bpw AhÀ A Uan\nk t{SäÀamcmbncp¶ kwL § fnse AtX Imebfhnepff IW¡pIÄ B Unäp sN¿p¶Xn\v

k l IcW kÀ¡peÀ kaml mcw

A hsc¯s¶ \ntbmKn¡pI bpw sNbXn«pff kw`h § Ä {i ²bnÂs¸«ncn¡pIbmW. k l IcW kwL § fnse B Unäv \nj] £ambpw കാര്യക്ഷമവുമായിരിക്കേണ്ടതുണ്ട്. എന്നാൽ ഒരാൾ അഡ്മിനിസ്ട്രേറ്ററായിരുന്ന കാലയളവിലെ കണക്കുകളുടെ ആഡിറ്റ് ആ ഉദ്യോഗസ്ഥൻ തന്നെ നടത്തേണ്ടി hcnI bmsW¦nÂ B Unäns â Dt±iw Xs¶ km[n¡msX hcnI bmW. Hcp \nj] £amb B Unäv {] kXpX DtZymKkY³amcnÂ \n¶pw {] Xo£n¡m³ \nÀhmI amÃ.

taemÂ Hcp k l IcW kwL¯nse A Uan\nk t{SäÀamcmbn \nbanX\mb DtZymKkYs\ AbmÄ A Uan\nk t{Sädmbncp¶ kwL¯nsâ B Unän\v bmsXmcp ImcWhimepw \ntbmKn¡m³]mSnÃ. sU] }«n cPn k{SmÀamÀ, B UnäÀamsc _Ôs¸« bqWnäpI fnÂ \nban¡pt¼mÄ B bqWnäpI fnÂ {] kXpX DtZymKkY³amÀ A Uan\nk t{SäÀamcmbncp¶n«pff സംഘങ്ങളുണ്ടെങ്കിൽ, ആ സംഘങ്ങളുടെ ആഡിറ്റിന്റെ ചുമതല മറ്റേതെങ്കിലും ആഡിറ്ററെ ഏൽപ്പിക്കേണ്ടതാണ്. അസിസ്റ്റന്റ് രജിസ്ട്രാർമാരെ നിയമിക്കുമ്പോഴും ഈ നിബന്ധന പാലിക്കേണ്ടതാണ്. രജിസ്ട്രാരുടെ ഉത്തരവ് ആവശ്യമുള്ള പക്ഷം അതിന് ബന്ധപ്പെട്ട ഡെപ്യൂട്ടി രജിസ്ട്രാർമാർ നടപടി എടുക്കേണ്ടതാണ്.

Un. B \µhÃn A½
tPmbnâ cPn k{SmÀ (P\dÂ)

GOVERNMENT OF KERALA

Abstract

CRIMINAL JUSTICE-FILING OF APPEALS/REVISIONS IN CRIMINAL CASES-PROCEDURE-PRESCRIBED-ORDERS ISSUED.

HOME (F) DEPARTMENT

G.O.(P) No. 165/79/Home. Trivandrum, 30th November 79

Read:**1. Govt. letter No. 31416/C5/65/Home. Dt. 11-10-65.**

2. do. No. 35539/C5/67/Home. Dt. 18-7-67.

3. do. No. 40984/C5/70/Home. Dt. 31-8-70.

4. do. No. 3579/C5/72/Home. Dt. 27-9-72.

5. do. No. 4235/F2/74/Home. Dt. 12-2-74.

ORDER

In the Government letters read above, the procedure to be followed in filing appeals in Criminal matters has been prescribed. Government consider

that these instructions have to be codified and revised for easy reference. They are, therefore, pleased to order, in supersession of all instructions in the matter, that the following procedure will be followed by the Asst. Public Prosecutors and Special Public Prosecutors under the administrative control of Government in the Home Department and by other officers in filing of appeals / revisions in the High Court and revision in sessions court. The time limit prescribed will be scrupulously followed by all the officers concerned so that the Advocate General gets sufficient time to examine scope for appeal and to file appeals within the time limit prescribed.

(i) The Asst. Public Prosecutors or Special Public Prosecutors in courts other than the High Court shall deal with the Collector of the district concerned in regard to criminal cases. The collector of the district concerned shall ensure that the District Superintendent of Police arranges for necessary instructions to be given to the concerned Asst. Public Prosecutor or special Public Prosecutor for the conduct of criminal cases at all stages. In addition to the Investigating officer, some other responsible officer fully acquainted with the case should be deputed to instruct and assist the Asst. Public Prosecutor or Special Public Prosecutor for the conduct of the case.

(ii) The concerned Asst. Public Prosecutor or Special Public Prosecutor shall report the result of every case to the Collector and District Superintendent of Police soon after judgment is pronounced. He shall simultaneously apply for and obtain certified copies of the judgement in each case irrespective of the nature of its disposal and furnish his opinion regarding the scope of filing an appeal or revision. He shall also apply for and obtain carbon copies of judgements in appropriate cases. Whenever, further action by way of appeal or revision is considered necessary, he shall also apply for and obtain certified copies of depositions of witnesses and forward copies of the judgement and the depositions to the District Superintendent of Police with his recommendations about the further action, to be taken.

(iii) In cases of acquittal, if the concerned Asst. Public Prosecutor or Special Public Prosecutor or the District Superintendent of Police concerned is of opinion that an appeal should be filed, either of them may make a report to the Advocate General direct with connected records. A copy of the report shall also be sent to the District Collector concerned by the reporting officer. The Advocate General shall there upon send his opinion to the government in the Home Department and await their instructions in the matter. Whenever Government consider it necessary to file an appeal in any

case instituted otherwise than on Police report, a Government order as contemplated under section 377 (1) of the criminal procedure code 1975 shall also be sent to the Advocate General along with the request to file an appeal so that any possible objections of incompetency may be avoided.

(iv) In all cases of acquittal in murder cases, the concerned Special Public Prosecutor shall send to the Advocate General as expeditiously as possible complete records of the case with certified copies of judgements and depositions of witnesses, his opinion and the opinion of the District Superintendent of Police regarding the advisability or otherwise of filing appeals.

(v) Since appeals against acquittals have to be filed within 3 months, the report of the Asst. Public Prosecutor or Special public Prosecutor or the District Superintendent of Police under para (iii) should reach the Advocate General within 45 days of the judgment.

(vi) The Collector in consultation with the Advocate General may arrange for revisions to be filed in the High Court in appropriate cases. The Collector may also arrange for revisions to be filed in sessions court in consultation with the Asst. Public Prosecutor or Superintendent of Police.

(vii) In cases where the Collector decides that no appeal or revision need be filed, he shall immediately inform the District Superintendent of Police or other Departmental Officer accordingly, and in fit cases it will be open to the Inspector General of Police or the Head of the Department concerned to move Government in the matter with a detailed report explaining the need to prefer an appeal or revision to meet the ends of justice, together with all relevant records.

By order of the Governor
J. S. Jesudhasen
Special Secretary to Government

\ ¼À. F.Un. FÂ.(4) 31215/80.

k l IcW kwLw cPn k{Smdm^ok
Xncph\´]pcw, 4þ8þ80

സർക്കുലർ മെമ്മോറാണ്ടം

hnjbw: **k l IcW hIp¸p I¬ IdâmUnäÀamcpsS tkh\w þ CXc ജോലികൾക്കുവേണ്ടി ഉപയോഗപ്പെടുത്തുന്നത് നിയന്ത്രിക്കേണ്ടതിനെ kw_Ôn¨v.**

k l IcWh Ip¸p Poh\ ¡ mcyhpw Poh\ ¡ mÀ ¡ pff cPn k {SmcpsS \nÀt± i § fpw

k qN\: **B UnäsU] }«n cPn k {SmÀamcnÂ \n ¶pw kwL § fnÂ \n ¶pw I n«nbn«pff \nthZ\ § Ä.**

Cu kwkYm\s¯ k l IcW kwL § fpsS B Unä bYmkab § fnÂ തന്നെ തീർത്തു സർട്ടിഫിക്കറ്റു നൽകേണ്ട ചുമതല സഹകരണ വകുപ്പിൽ \n £ n] Xamb n«pf f Hcp tPmenbmsW ¶p Xm¦Ä ¡ pw AdnhpffXmWtÃm. kwkYm\sam«ms I 351 B Unä bqWnäp I fmbn«mW hn`Pn¨n«pffX. F ¶mÂ യൂണിറ്റാഡിറ്ററുടെ പ്രവർത്തനം മാത്രം കൊണ്ട് എല്ലാ സംഘങ്ങളുടെയും B UnäpIÄ \n i NnX kab § fnÂ XoÀ ¡ m³ km[n ¡ m¯ Hcp km l Ncy¯nemW B UnäÀamcpsS sNeh h I n ¡ m³ X¿mdpff kYm] \ § fpsS B Unä \S¯p¶Xnte ¡ mbn t Icf kÀhok N«w 156 h I p¸ {] ImcwDff X kXn I IÄ krj Sn¨ I ¬ Idâ B UnäÀamsc \nban¨n«pffX. B bXpt]mse Xs¶ k l IcW kYm] \ § fpambn _ Ôs¸« XÀ ¡ § fpsS തീർപ്പു കൽപ്പിക്കയും വിധി നടത്തപേക്ഷയിൻമേൽ നടപടി നടത്തേണ്ടതും k l IcW h I p¸ptZymK kY ³ amcpsS tPmenbpsS Hcp `mKamsW¦nepw Nne kwL § Ä AhcpsS kwLhpambn _ Ôs¸« XÀ ¡ I ÀPn I fpw hn[n \S¯t] £ I fpw \S]Sn \S¯p¶Xnte ¡ mbn Un¸mÀ«psaâ ഉദ്യോഗസ്ഥൻമാരുടെ ചെലവ് വഹിച്ചുകൊണ്ട് സ്പെഷൽ സെയിലാഫീസർമാരുടെ സേവനം ഉപയോഗപ്പെടുത്തുന്നുണ്ട്.

taÂ]d ª Xc¯nÂ kwLtam kwL § tfm I ¬ IdâmUnädptSbpw sk bnem^okdptSbpw sNehp h I ní m³ X¿mdm Ipt¼mÄ {] k XpX സ്ഥാപനങ്ങളുടെ ജോലികൾക്ക് വീഴ്ച വരുത്തിക്കൊണ്ട് ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാർ മറ്റു ജോലികൾ ചെയ്യുന്ന സാഹചര്യം ഉണ്ടാകാതിരിക്കാൻ ശ്രദ്ധിക്കേണ്ടതും ഒരത്യാവശ്യ കാര്യമാണല്ലോ.

1979 hÀ j ¯nepw AXpt]mse 1980 hÀ j ¯nepw Nne amk § fnÂ Nne I ¬ IdâmUnäÀamcpw k s] j Â sk bnem^okÀamcpw AhcpsS sNeh വഹിക്കാൻ ബാദ്ധ്യതയുള്ള സംഘങ്ങളുടെ ജോലികൾ ചെയ്യാതെ പകരം കശുവണ്ടി kw`cW tPmenbnÂ hym]rXcmbncp¶psh ¶pw B bXn\mÂ _ Ôs¸« X kXn I I fpsS {] k XpX Imebf hnte ípff sNeh hn I nXw AS ¡ m³ kwL § Ä hn k½Xn ¡ p¶p F ¶pf f hnhc § Ä Nne sU] }«n cPn k {SmÀamcpw AXpt]mse¯ s¶ Nne kwL § Ä t\cn«pw Cu B ^oknÂ Adnbn¨ncp¶p. sU] }«n cPn k {SmÀamÀ dnt¸mÀ«p sNbXXpt]msebpw kwL § Ä Adnbn¨Xpt]msebpw B UnäÀamcpsSbpw k s] j Â sk bnem^okÀamcpsSbpw tImkä (sNeh) _ Ôs¸« kwL § Ä AS ¡ msX hcp¶ Hcp]cnX kYnXn km£mX ¡ cn ¡ s¸Sp¶] £w _ Ôs¸«X kXn I IÄ XpScm³ \nÀhm I anÃmsX hcp¶Xpam Ip¶p. kÀ ¡ mcnsâ \b]cn]mSn I fnÂ DÄs¸«ZpcnXhpws]mXphnÂ രാജ്യത്തെ മുൻ നിറുത്തിയും ഉള്ള ഒരു പദ്ധതി നടപ്പിലാക്കൻ വേണ്ടിയാണ്

k l IcW kÀ¡ peÀ kaml mcw

കൺകറന്റോഡിറ്റർമാരുടെയും മറ്റും സേവനം കശുവണ്ടി സംഭരണ ജോലികൾക്ക് D]tbmKs¸Sp¯nbX F¶pw B bX IW¡nseSp¯ B UnäÀamcpsSbpw aä കോസ്റ്റ് മുഴുവനായും അടക്കേണ്ടതാണെന്ന് പരാതിക്കാരനായ സംഘം ഭാരവാഹികളെ അറിയിച്ചിട്ടുണ്ട്. എന്നിരുന്നാലും ഈ പരിത സ്ഥിതി വീണ്ടും ആവർത്തിക്കാൻ ഇടവരാതിരിക്കേണ്ടത് അത്യാവശ്യ സംഗതിയാണെന്ന് കാണുന്നതിനാൽ താഴെ പറയുന്ന \nÀt±i §Ä sU]}«n cPn k{SmÀamcpsS Adnhnte¡mbn]pds¸Sphn¡p¶p.

bmsXmcp ImcWhimepw sI.F k.B À. 156þmw hIp¸p {] Imcw krjSn¨n«pff XkXnIIfnÂ tPmen t\m¡p¶ I¬IdâmUnäÀamscbpw ({]tXyIn¨p k l IcW hIp¸msâ `cW \nb{´W¯neÃm¯ kwL§fnse I¬IdâmUnäÀamscbpw സ്പെഷൽ സെയിലാഫീസർമാരേയും കൊണ്ട് അവരുടെ ചെലവ് വിഹിതം വഹിക്കേണ്ടുന്ന സംഘങ്ങളിലെ ജോലിക്ക് വീഴ്ച വരത്തക്ക വിധത്തിലുള്ള മറ്റു ജോലികൾ ചെയ്യിപ്പിക്കാതിരിക്കാൻ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

k l IcW kwLw tPmbnâ cPn k{SmÀ (B Unä)

\¼À. ^n³. (3) 40128/80/ F Â. Unk   k l IcW kwLw cPn k{Smdm^okXncph\´]pcw, 29þ11þ1980

kÀ¡peÀ \¼À 78/80

hnjbw: **k l IcW Un¸mÀ«psaâ þdh\} dn¡hdn {] Imcw A Unä ^okCuSm¡p¶X kw_Ôn¨.**

k l IcW kYm]\§fnÂ \n¶pw kÀ¡mcnte¡p B Unä ^ok ഇനത്തിൽ ഈടാക്കേണ്ടതായിട്ടുള്ള കുടിശിക തുക റവന്യൂ റിക്കവറി പ്രകാരം CuSm¡p¶Xnte¡mbn XI koÂZmÀamÀ¡ Ab¨ncp¶ dh\} dn¡hdn kÀ«n^n¡äpIÄ]eXpw kwLwCt¸mÄ{]hÀ¯\cIlnXamb mepw kwL¯n\ XpI AS¡phm\pff B kXn CÃm¯Xn\mepw CuSm¡phm³ bmsXmcp നടപടിയും സ്വീകരിക്കുവാൻ സാധിക്കുന്നില്ല എന്നറിയിച്ചുകൊണ്ട് മടക്കി അയച്ചിട്ടുള്ളതായി ഈ ആഫീസിന്റെ ശ്രദ്ധയിൽ കൊണ്ടു വന്നിട്ടുണ്ട്. അപ്രകാരമുള്ള Nne C\§Ä]cntim[n¨XnÂ dh\} dn¡hdn kÀ«n^n¡äpIÄ XI koÂZmÀamÀ¡ Ab¨p sImSp¡p¶XnÂ hfsctbsd ImeXmakw ഉണ്ടായിട്ടുള്ളതായി കാണുകയുണ്ടായി. സർക്കാരിലേക്കു സഹകരണ kYm]\§fnÂ \n¶pw hnhn[C\§fnÂ (B Unä ^ok, sI.F k.B À. കോസ്റ്റ്, വായ്പത്തവണ മുതലായവ) ഈടാക്കേണ്ടതായ തുകകൾ ഈടാക്കുന്നതിന് കൃത്യ സമയത്തുതന്നെ നടപടികൾ കൈക്കൊള്ളേണ്ടതാണെന്നും 100 രൂപയിൽ IqSpXÂ XpIbpÄs¡mff fp¶Xpw 6 amk¯nÂ IqSpXÂ Imebfhpff Xpambn പിരിയാതെ നിൽപ്പുള്ള ഇനങ്ങൾ റവന്യൂ റിക്കവറി പ്രകാരം ഈടാക്കേണ്ടതിലേക്ക് \S]SnIÄ ssIs¡mffWsa¶pw B hÀ¯n¨mhÀ¯n¨ Cu B ^oknÂ \n¶pw \nÀt±i§Ä \ÂInbn«pffXmW. F¶mÂ Cu \nÀt±i§Ä IrXyambn]men¨p

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k {SmcpsS \nÀt±i § fpw

I mWp¶nÃ. dh\} dn ¡ hdn{] I mcw Xp I I Ä CuSm ¡ p¶ Xnte íp bYmkabw \S]Sn kzoI cn¨ncp¶p F ¦nÂ dn ¡ hdn kÀ«n^n ¡ äp I Ä taÂ]d ª {] I mcw കാരണങ്ങളാൽ മടക്കി അയക്കേണ്ടി വരികയില്ലായിരുന്നു.

hmb] Isf kw Ôn¨pw, dh\}]ncnhns\ kw_ Ôn¨pw kÀ ¡ mÀ \S ¯ p¶ AÀ² hmÀ j n I A htem I \ § fnÂ kÀ ¡ mcnte ¡ p ഈടാക്കേണ്ടതായിട്ടുള്ള തുകകൾ ഈടാക്കുന്നതിൽ ഉള്ള കാലതാമസt ¯ bpw മോശമായ പിരിവിനെ പറ്റിയും നിശിതമായി വിമർശിച്ചിട്ടുണ്ട്.

kÀ ¡ mcnte ¡ hnhn[C\ § fnÂ k l IcW kYm] \ § fnÂ \n¶pw CuSm ¡ phm\pff Xp I I Ä CuSm ¡ p¶ Xn\ kXzc \S]Sn I Ä കൈക്കൊള്ളേണ്ടതാണെന്ന് ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാരെ എല്ലാം ഒരിക്കൽ കൂടി HmÀ½s¸Sp ¯ p¶p.

IpSn i n I Xp I apgph \mbpw CuSm ¡ p¶ Xnte ¡ pdh\} dn ¡ hdn \S]Sn I Ä കാലതാമസം വരാതെ കൈക്കൊള്ളേണ്ടതാണ്. ഇക്കാര്യത്തിൽ ഈടാക്കുന്ന I meXmak hpw DZm ko\Xbpw Kuch]qÀhw ho£ n ¡ p¶ Xpw \S]Sn I Ä ss I s ¡ mf fp¶ XpamW.]ncn ª p In«m³ km²yXbnsÃ¶]qÀ®ambpw t_m²yambn«pf f Xp I I Ä FgpXn Xf fp¶ Xn\pf f \S]Sn I fpw kzoIcnt ¡ XmW.

Fw. F k. tPmk ^
k l IcW kwLw cPn k {SmÀ

GOVERNMENT OF KERALA

Abstract

Co-operation-Establishment-Recovery of cost of posts sanctioned under Rule 156, part-I, Kerala Service Rules during the period of the posts are kept vacant orders issued.

G.O.(MS.) No. 86/81/AD. Trivandrum, 15-3-1981

AGRICULTURE (CO-OP.ESTT.) DEPARTMENT

Read: **Letter No. ADL (4) 3077/80 dt. 3-5-80 from the Registrar of Co-operative societies, Trivandrum.**

ORDER

A number of posts are created in the Co-operative Department under Rule 156, part-I Kerala Service Rules such as Auditors, Sale Officers, Administrators etc.

In the letter read above the Registrar of Co-operative Societies has reported that a number of these posts were kept vacant for different periods for reasons such as leave, transfer etc. and that the provisions in Kerala Service Rules are silent about the realisation of costs for the periods for which these posts are kept vacant. He has further stated that as such the cost has to be realised from the Societies for the entire period for which the post has been sanctioned under Rule 156, Part-I, Kerala Service Rules or not. The Registrar of Co-operative Societies has opined that it may not be fair to collect the cost of the post for a period for which the services of the officers were not actually rendered to the institutions. He has, therefore suggested that remission of the cost, excluding leave salary and pension contribution, may be allowed at least in cases where the vacancies have exceeded thirty days.

2. Government have examined the matter in detail and are pleased to issue the following orders.

(i). The societies will have to pay leave salary and pension contribution in respect of Officers sanctioned under Rule 156, part-I, Kerala Service Rules for the period they proceed on leave also.

(ii). The societies will be exempted from payment of cost of the posts which are kept unfilled for period exceeding thirty days.

By Order of the Governor
S. Perumal Pillai
Additional Secretary to Government

Endt.On.ADL (4) 3077/88 R.Dis. Office of the Registrar of Co-operative Societies
Trivandrum, 26-3-1981

Copy communicated to All Dy.Registrars (Audit) and (General), Dy.Registrar/Con.Auditors, Asst. Registrar (Audit) & (General), Asst.Registrar/ Con.Auditors for information and necessary action. The Dy.Registrars (General) and (Audit) will see that the posts under Rule 156, K.S.R. Part-I are never kept vacant. The instructions already sent in the matter should be strictly complied with. They will also note that the benefit made in the G.O. is applicable only when the posts are kept vacant due to reasons like leave, transfer etc. and not due to reasons like diversion of Inspectors/Auditors for Cashew procurement work etc.

Sd/-
Registrar of Co-operative societies

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k{SmcpsS \nÀt±i §fpw

No.CLT3/29224/80. Office of the Registrar of Co-operative Societies
Trivandrum, dated 6-8-1981

CIRCULAR No. 37/81

Sub: **Method of valuation of land offered as security for loans from Land Mortgage Banks under schemes financed by Agricultural Refinance and Development Corporation-Instructions-Issued.**

Ref: **This Office Circular No.29648/70/PL & C (1) dated 14-12-1971.**

In the Circular read above, it has been explained that the anticipated value (presumptive value) of the land offered as security for loans under Agricultural Refinance & Development Corporation schemes other than Minor Irrigation Schemes has to be worked out at 20 times the net income from the land after development and that the net income has to be estimated at 25% of the annual gross income.

The Reserve Bank of India, however has suggested and that for arriving at the presumptive value viz. 8 time the net income after development from the lands benefiting from the development. The Reserve Bank of India has further requested that the valuation so arrived at might be compared with the valuation in the basis of existing norms and if the differences in the two valuations were not very large the Banks might accept the valuation based on of the net income. The major differences between the two methods is that while Reserve Bank of India does not take into account the repayment of loan in arriving at the net income, the method prescribed in the Circular cited taking into account, the liability on account of repayment of loans also. Though there may not be much difference between the value arrived at on the basis of the Circular dated 14-7-1971 and the method suggested by Reserve Bank of India, the Reserve Bank of India has desired that the method suggested by them may be adopted by the Department for the sake of uniformity.

In the circumstances, the valuation officers and the Central and Primary Land Mortgage Banks are hereby informed to the method of valuation to be followed to arrive at the anticipated value of lands offered as security for loans, in respect of Agricultural Refinance and Development Corporation schemes other than Minor Irrigation schemes shall from now onwards be the one suggested by Reserve Banks of India i.e. 8 times the net income after development.

P. V. Venkitesubramonia Iyer
Additional Registrar of Co-operative Societies (Credit)

No. O & M/61076/82. Office of the Registrar of Co-operative Societies
Trivandrum, 28-10-1982

CIRCULAR No. 46/82

Sub: **Duties to be performed by Assistant Registrars-District Joint Registrar's Offices-Instructions-Regarding.**

In order to facilitate the smooth and effective functioning of the District Joint Registrar's Offices, and to bring out uniformity in the duties to be performed by the Assistant Registrar's attached to the Joint Registrar's Offices, the following instructions are issued.

1. The Tappal received in the office should be opened in the presence of the Assistant Registrar (Administration) and before distributing the tappal to the sections, it should be seen by the Assistant Registrar (Planning) also, besides sending the important tappals for perusal by the Joint Registrar. If Joint Registrar is on camp or leave, the tappals received should be distributed to the sections after being seen by the Assistant Registrar's and action taken on all routine matters without waiting for the return of the Joint Registrar. Important and urgent matters should be brought to the notice of the Joint Registrar on his return.

2. T. P. Messages and other important tappals which require immediate attention should be attended by the Assistant Registrar's concerned, without waiting for the Joint Registrar, if Joint Registrar is on camp or leave. In such circumstances, ratification of the action taken may be obtained on return of the Joint Registrar. T. P. Message should be recorded in a register showing the details of date and time of receipt. Acknowledgement should be obtained in the concerned register.

3. Drafts of a routine nature to the subordinate offices, and reminders to other offices may be approved by Assistant Registrars. First D. O. letter may also be sent to them by the Assistant Registrar unless the matter is important and has to be seen by the Joint Registrar. Second D.O. letter may be issued by the Joint Registrars.

4. Casual leave applications of all N. G. O.s in office may be sanctioned by the Assistant Registrar (Administration). Casual Leave application of Assistant Registrars only need be sent to the Joint Registrar for sanction.

5. The Assistant Registrars will examine the Personal Registers of the Clerks/

Inspectors under the control once in every month. They should certify in the Distribution Register, every day, that the currents have been registered in the Personal Register.

6. The Assistant Registrars are not touring officers. Only in exceptional cases they may undertake journeys, with the prior sanction of the Joint Registrar.

This order will come into force with immediate effect. The receipt of this Circular may be acknowledged.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.HG4/60068/83. Office of the Registrar of Co-operative Societies
Trivandrum, 20-12-1983

CIRCULAR No. 67/83

Sub: **Co-operation-Establishment-Assistant Registrars, Harijan/ Girijan-Duties and functions prescribed.**

Government have, as per order (Rt.) 2764/83/AD dated 25-10-1983, accorded sanction for the creation of 12 posts of Assistant Registrars for the effective implementation of various programmes and schemes for the betterment of Harijan/Girijan members through Harijan and Girijan Co-operatives. Accordingly, the following duties and functions are prescribed to the Assistant Registrars, Harijan and Girijan attached to the District Offices.

(i). All Plan schemes relating to Harijan/Girijan Societies including formulation, implementation and monitoring and submission of progress reports shall be attended by them.

(ii). All statutory and administrative matters relating to Harijan/Girijan Co-operatives will be their duties.

(iii). Work relating to organisation, registration etc., of Harijan/Girijan Societies-Amendment of bye-laws, approval of sub-rules, maintenance of registers concerning registration of bye-laws, amendments, election in the Harijan/Girijan Societies etc., shall be attended by them.

(iv). Review of inspection done by field staff, review of progress of statutory enquiry inspection etc., of Harijan/Girijan Societies.

(v). The Assistant Registrar (Harijan/Girijan) will take up inspection of all Harijan and Girijan Societies in the District. He shall complete 3 detailed inspections and two surprise inspections in a month. The form of inspection report shall contain additional details regarding utilisation of financial assistance given. Each scheme assisted should be examined separately with reference to commercial viability and recovery prospects and generation of employment and guarantee of wages.

(vi). The Assistant Registrar (Harijan/Girijan) shall attend all other items of work that may be entrusted to him by the Joint Registrar.

K. M. Balakrishnan
Registrar of Co-operative Societies

\ ¼À C. F .(6) 58960/84 — k l IcW kw Lw cPn k {Smdm ^ o k Xncph \ ´]pcw, 30þ5þ1984

kÀ ¡ peÀ \ ¼À 28/84

hn j bw: **k l IcW Un¸mÀ«psaâ þ hnt I {µo I cWw þ PnÃm tPmbnâ cPn k {SmÀ, sU] }«n cPn k {SmÀ (B Unä), tPmbnâ cPn k {SmÀ B ^o k nse A k n k äâ p cPn k {SmÀ(`cWw), Xmeq ¡ Xe ¯ nepf f A k n k äâ cPn k {SmÀ(P \ dÂ / B Unä) F ¶ nhÀ ¡ `cW] chpw km¼ ¯ n I] chpamb I qSpXÂ A [n I mc § Ä \ Â I p ¶ Xp kw _ Ô n ¨.**

k qN \ : 1. **21þ2þ1984 se Pn.H. F w. F k. 57/84/ F. Un. \ ¼cmbn]pds¸ Sphn ¨ Kh ¬ saâ p ¯ ch.**

2. **Cu B ^o k nse 5þ3þ1984 se 58980/83þ C. F .(6) \ ¼cmbn A b ¨p തന്ന ഇണ്ടാസ്.**

k qN \ 1 se D ¯ ch A \ p k cn ¨ PnÃm tPmbnâ cPn k {SmÀ, sU] }«n cPn k {SmÀ (B Unä), PnÃm tPmbnâ cPn k {SmÀ B ^o k nse A k n k äâ cPn k {SmÀ (`cWw), Xmeq ¡ Xe B ^o k p I fnse A k n k äâ p cPn k {SmÀ (P \ dÂ / B Unä) F ¶ nhÀ ¡ `cW] chpw km¼ ¯ n I] chpamb I qSpXÂ അധികാരങ്ങൾ നൽകിക്കൊണ്ട് ഉത്തരവായ പരിത:സ്ഥിതിയിൽ ബന്ധപ്പെട്ട DtZymK k Y ³ amcnÂ \ n £ n] Xambn«pf f A [n I mc hn`P \ ¯ nsâ]p\À \ nÀt± i § Ä]pds¸ Sphn ¡ p¶ p.

1. F Â.ഡി.ക്ലാർക്ക്, എൽ.ഡി.ടൈപ്പിസ്റ്റ്, എൽ.ഡി.അക്കൗണ്ടന്റ് എന്നീ X k Xn I I Ä hsc \nba\w \S ¯ p¶ Xp kw _ Ô n ¨.

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ¡pff cPn k{SmcpsS \nÀt±i § fpw

F Â.Un.¢mÀ ¡ , F Â.Un.ssS¸nkä, F ¶o Xk Xn I I fnÂ kwk Ym\ Xe ko\nt bmdn«n XpScp¶ Xn\mepw, PnÃ hn«pf f k Yew amäw cPn k{SmdnÂ \n £ n] Xam bncn ¡ p¶ Xn\mepw, {] k XpX Poh\ ¡ mcpsS \nba\s ¯ kw_ Ôn¨ \nÀt± i w C\nsbmcp ¯ chp{] I mcw \Â I p¶ XmW. A Xp hsc \nehnepf f coXn XpScp¶ XmW.

2. A k n k äâp cPn k{SmÀ hscbpf f IogptZymK k Y ³ amÀ ¡ k äUn eoh, k s] j Â Unss k _nenän eoh, 120 Zn h k § fnÂ I hn ª pf f i¼fanÃm ¯ A h[n F ¶nh Hgns I bpf f A h[n A \phZn ¡ p¶ Xpw t k h\ ]pk X I § Ä kq£n ¡ p¶ Xpw kw_ Ôn¨.

PnÃm tPmbnâ cPn k{SmÀ, sU] }«n cPn k{SmÀ (B Unä) F ¶nhÀ Xmeq ¡ A k n k äâp cPn k{SmÀamcpsS (P\dÂ/B Unä) IognÂ tPmen t\m ¡ p¶ FÃm t\m¬ KkäU DtZymK k Y ³ amcpsS t k h\ ]pk X I § fpw 31þ3þ1984þhscbpf f t k h\ hnhc § Ä tcJs¸Sp ¯ n A XmXp Xmeq ¡ A k n k äâp cPn k{SmÀ ¡ p{] tXy I ZqX ³ hgn tbm, X]mÂ hgn tbm F ¯ n¨ പറ്റു ചീട്ട് വാങ്ങി സൂക്ഷിക്കേണ്ടതാണ്. സേവന പുസ്തകങ്ങൾ കിട്ടുന്ന മുറക്ക് Xmeq ¡ A k n k äâp cPn k{SmÀamÀ (P\dÂ/B Unä) {] k XpX hnhcw Hcp രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതും (Register of Service Books) h fsc kpc £ nXam bn A k n k äâp cPn k{SmdpsS (P\dÂ/B Unä) t\cn«pf f നിയന്ത്രണത്തിൽ സൂക്ഷിക്കേണ്ടതുമാകുന്നു.

A k n k äâp cPn k{SmÀhscbpf f Iog DtZymK k Y ³ amÀ ¡ 10 k s] j Â Unss k _nenän eoh, 120 Zn h k ¯ nÂ Ign ª pf f thX\ anÃm ¯ A h[n F ¶nh Hgns I bpf f A h[n A \phZn ¡ m\pf f A [n I mcw \S ¯ nbncn ¡ bmW. B bXn\mÂ A hchcpsS \nb{´ W ¯ nepf f DtZymK k Y ³ amcpsS]T\mh [n, k s] j Â Unss k _nenän eoh F ¶nh ¡ pÅ At] £ I fpw 120 Zn h k ¯ nÂ I hn ª pf f i¼fanÃm ¯ A h[n ¡ pf f At] £ I fpw am{Xta taenÂ അനുവാദത്തിനുവേണ്ടി രജിസ്ട്രാർക്ക് സമർപ്പിക്കേണ്ടതുള്ളൂ.

Xmeq ¡ Xe ¯ nepf f A k n k äâp cPn k{SmÀamÀ (P\dÂ/B Unä) A hchcpsS \nb{´ W ¯ nepf f FÃm t\m¬ KkäU Poh\ ¡ mcpsS t k h\ ]pk X I § fnÂ A XmXp kab ¯ pf f t k h\ hnhc § Ä I rXyambn രേഖപ്പെടുത്തേണ്ടതും വർഷാവസാനം (മാർച്ച് 31–ന്) സത്യാപന സർട്ടിഫിക്കറ്റ് (Annual Verification Certificate) എഴുതി സാക്ഷ്യപ്പെടുത്തേണ്ടതുമാകുന്നു. അതുപോലെ അവധി വിവരങ്ങൾ ലീവ് അക്കൗണ്ടിൽ കൃത്യമായി എഴുതി സൂക്ഷിക്കേണ്ടതും അവധി അനുവദിക്കുന്നതും കണക്കാക്കുന്നതും നിയമാനുസൃതം s I.F k .B dnse hyh k Y I Ä A \pk cn¨p am{Xta Cu A [n I mcw hn\nt bmKn ¡ mhq.

k l IcW kÀ¡peÀ kaml mcw

3. അനാവർത്തന ഫണ്ടിലെ ചെലവു സംബന്ധിച്ച്

Xmeq¡ Xe¯nepff Aknkäâp cPnk{SmÀ¡ (P\dÂ/B Unä) അനാവർത്തന കണ്ടിജന്റു ചെലവുകൾക്കായി (Non Recurring Contingent Expenditure) hmÀjnI _UPänÂ hI sImffn¨n«pffXn\p hnt[bambn Hcp {]mhiyw 25 cq] bnÂ Ihnbm¯ XpwHcp hÀjt¯¡ 500 cq] htcbpwsNehsN¿p¶Xn\ A[nImcw \Â Inbn«pffXn\mÂ _Ôs¸« tPmbnâ cPnk{SmÀ/ ഡെപ്യൂട്ടി രജിസ്ട്രാർ (ആഡിറ്റ്) ആവശ്യമായ തുക അനുവദിച്ചു കൊടുക്കേണ്ടതും Aknkäâp cPnk{SmÀamÀ \nehnepff N«§Ä¡pw hyhkYIÄ¡pw വിധേയമായി ചെലവ് ചെയ്യേണ്ടതുമാണ്. പ്രസ്തുത വിവരങ്ങൾ അനാവർത്തന cPnkädnÂ (Contingent Register) രേഖപ്പെടുണ്ടേണ്ടതും ആകുന്നു.

4. ജനറൽ പ്രോവിഡന്റ് ഫണ്ടിൽ നിന്നും താൽക്കാലിക വായ്പ അനുവദിക്കുന്നതു kw_Ôn¨p

Xmeq¡ Xe¯nepff AknkäâpcPnk{SmÀ¡ (P\dÂ/B Unä) P\dÂ പ്രോവിഡന്റ് ഫണ്ട് ചട്ടങ്ങളിലെ വ്യവസ്ഥകൾക്കു വിധേയമായി അവരവരുടെ \nb{´W¯nÂ tPment\m¡p¶ t\m¬ KkäU DtZymKkY³amÀ¡ P\dÂ പ്രോവിഡന്റ് ഫണ്ട് അക്കൗണ്ടിൽ നിന്നും നിലവിലുള്ള വ്യവസ്ഥകൾക്കു hnt[bambn XmÂ¡menI hmb] A\phZn¡mhp¶XmW. \nehnepff hyhkYIÄ¡\pkcn¨ 1000 cqbnÂ Ihnª pff hmb]IÄ AknkäâpcPnk{SmÀ¡ A\phZn¡phm³ A[nImcanÃ. Hcp hmb] _m¡n \nÂ¡th ASp¯ hmb] A\phZn¡phm³ Aknkäâp cPnk{SmÀ¡ A[nImcw ഉണ്ടായിരിക്കുകയില്ല. അതായത് സാധാരണ വായ്പ മാത്രമേ അനുവദിക്കാവൂ. At]£ Isâ i¼f¯nsâ aq¶nc«ntbm, Snbmsâ s{IUnänÂ Dff XpIbpsS]IpXntbm GXmW Ipdh A{XbpwamÞXta A\phZn¡mhq. hmb] XhW 24 KUp¡Ä Ihnbpl bpw]mSnÃ. A{]ImcwhmÞ A\phZn¡p¶Xn\ അപേക്ഷകന്റെ അക്കൗണ്ടിൽ അക്കൗണ്ടന്റ് ജനറൽ നൽകിയിട്ടുള്ള ക്രെഡിറ്റ് സ്റ്റേറ്റുമെന്റിന്റേയും അതിനു ശേഷം പ്രസ്തുത അക്കൗണ്ടിൽ സ്വരൂപിച്ച തുകയുടെ (km£ys¸Sp¯nb) hnhchpw, ap³] A\phZn¨ hmb] bpw IqSn കണക്കിലെടുക്കേണ്ടതാണ്. അപ്പോഴപ്പോൾ അനുവദിയ്ക്കുന്ന വായ്പകളുടെ പൂർ ®hnhc§fpw AhbnÂ \n¶pff AShpw{]tXyIambn HcpcPnkädnÂ FgpXn സൂക്ഷിക്കേണ്ടതാണ്. പ്രസ്തുത രജിസ്റ്ററിൽ തന്നെ ഓരോ വരിക്കാരുടേയും വരി kwJybpsS AShpw രേഖപ്പെടുത്തേണ്ടതാണ്.

kÀ¡mÀ kÀhoknÂ {]thin¡p¶ FÃm Poh\¡mcpw kÀhok ആരംഭിച്ചിട്ട് ഒരു വർഷത്തിനകം ജനറൽ പ്രോവിഡന്റ് ഫണ്ടിൽ വരിക്കാരാകേണ്ടതാണ്. ഇപ്രകാരം പുതുതായി പ്രവേശിയ്ക്കുന്ന വരിക്കാരുടെ വിവരം 21þ4þ1975 se Kh¬saâ kÀ¡peÀ 31/75/^n³ {]Imcw FÃm amkhpw

k I IcWhIp¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPnk{SmcpsS \nÀt±i § fpw

അക്കൗണ്ടന്റ് ജനറലിന് നൽകേണ്ടതാണ്. ഏതെങ്കിലും ഒരു മാസം പുതിയ വരിക്കാരെ ചേർക്കാനില്ലെങ്കിൽ ഒരു ശൂന്യ സ്റ്റേറ്റുമെന്റ് നൽകേണ്ടതാണ്. ASnkYm\ i¼f¯nsâ 6 iXam\¯nÂ (5)% IpdbmÇ XpI amk വരിസംഖ്യയായി പ്രസ്തുത ഫണ്ടിൽ സ്വരൂപിക്കേണ്ടതാണ്. ഇക്കാര്യം അസിസ്റ്റന്റു രജിസ്ട്രാർമാർ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

5. Aknkäâp cPnk{SmÀ (P\dÂ/BUnä) _nÃpIÄ X¿mdm¡Â kw_Ôn¨.

ശമ്പള ബില്ലുകൾ, യാത്രാ ബത്ത ബില്ലുകൾ, അഡ്വാൻസ് ബില്ലുകൾ, കണ്ടിജന്റ് _nÃpIÄ F¶nh X¿mdm¡n {Sj dnIfnÂ kaÀ¸n¡p¶ Ahkc¯nÂ _Ôs¸« _nÂ cPnkäÀ, AUzm³k cPnkäÀ, കണ്ടിജന്റ് രജിസ്റ്റർ മുതലായവയിൽ ശരിയായ വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതാണ്. ശമ്പള ബില്ല് cPnkäÀ 13þ7þ1981 se Pn.H.]n.445/81/^n³þÂ \nÀt±in¨n«pff {] Imcw സൂക്ഷിക്കേണ്ടതാണ്. കൂടാതെ കീഴ് ജീവനക്കാരുടെ ബില്ലുകളിൽ മേലൊപ്പിടുമ്പോൾ ബന്ധപ്പെട്ട എല്ലാ വിവരങ്ങളും അതാതു രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതുമാകുന്നു.

6. അസിസ്റ്റന്റു രജിസ്ട്രാർ (ജനറൽ/ആഡിറ്റ്) ആഫീസിൽ സൂക്ഷിക്കേണ്ട cPnkädpIfpw tcJIfpw kw_Ôn¨.

XmsgsImSp¯n«pff cPnkädpIfpwdn¡mÀUpIfpw AknkäâpcPnk{SmÀ ആഫീസുകളിൽ സൂക്ഷിക്കേണ്ടതും യഥാസമയങ്ങളിൽ വിശദമായ വിവരങ്ങൾ ചേർക്കേണ്ടതുമാകുന്നു.

1. Imj _p¡ (sF.BÀ.& 7 (F))
2. {Sj dn _nÂ _p¡.
3. AIzä³k tdmÄþän. BÀ.95
4. A¬Unkt_gknU cPnkäÀ.
5.]ehI ckoXpw AhbpsS ktäm¡ _p¡pw.
6. i¼f _nÂ cPnkäÀ (Pn.H.]n. 445/81/^n³.)
7. കണ്ടിജന്റ് രജിസ്റ്റർ (കെ.എഫ്.സി.118–ാം ഖണ്ഡം).
8. hu¨À ^bÂ.
9. käm^ IW¡ cPnkäÀ
10. bq«nssetk j³ cPnkäÀ
11. BUnä XSÊw cPnkäÀ
12. ks]jÂ AUzm³k cPnkäÀ

k I IcW kÀ¡ peÀ kam I mcw

13. ^ÀWo¨À cPn k äÀ
14. HmWw A Uzm³ k cPn k äÀ
15. sse{_dn cPn k äÀ
16. k tä j \dn cPn k äÀ
17. th ¡ ³ kn cPn k äÀ (23þ8þ1971þse cPn k{SmdpsS 43/71þ kÀ ¡ peÀ)
18. sNÃm³ cPn k äÀ
19. പ്രോവിഡന്റ് ഫണ്ട് പ്രവേശനവും സമാപനവും സംബന്ധിച്ച രജിസ്റ്റർ
20. s] ³ j ³ t I k cPn k äÀ
21. B Unäp ^o k cPn k äÀ
22. dqÄ 156]mÀ« 1. s I . F k . B À. hyh k Y A \p k cn¨ tPmen t\m ¡ p¶ Poh \ ¡ mcpsS t I m k äpw eoh kmednbpw h k qÂ sN¿m\pf f cPn k äÀ.
    dqÄ 144 hntZi t k h \ hyh k Y I Ä{] I mcw A b ¡ p¶ DtZymK k Y ³ amcpsS eoh kmedn, s] ³ j ³ t I m¬{Sn_} j ³ DtZymK I memh [n I sf kw_ Ôn¨ cPn k äÀ
23. hmb] cPn k äÀ (kÀ ¡ mÀ hmb] I Ä.)
24. Hm I cn aqe [\ cPn k äÀ
25. I pSpw_ t £ a\n[nsb kw_ Ôn¨ cPn k äÀ
26. t k h \ ]p k X I cPn k äÀ
27. Un¸mÀ«psaâ hchntâ bpw sNe hntâ bpw hnhc § fptSbpw cPn k äÀ (dn ¡ ¬ knent b j ³ k täapsaâ)
28. B ^o k C ³ k s] £ ³ dnt¸mÀ«nse kw_ Ôn¨ cPn k äÀ
29. C ³ { I nsaâ cPn k äÀ

tPmbnâ cPn k{SmÀ/sU] }«n cPn k{SmÀ (B Unä) A hchcpsS I ognepf f Xmeq ¡ A k n k äâ cPn k{SmdpsS B ^o k 3 am k ¯ nsemcn ¡ Â പരിശോധിക്കേണ്ടതും മേൽ സൂചിപ്പിച്ചിരിക്കുന്ന അധികാരങ്ങൾ യഥാവിധി നിർവഹിക്കുന്നുണ്ട് എന്ന് ഉറപ്പുവരുത്തുകയും തെറ്റുകൾ ഉടനടി തിരുത്തുകയും thWw. B h i yamb FÃm cPn k ädp I fpw apd{] I mcw FgpXn സൂക്ഷിക്കുന്നുണ്ടെന്നും ഉറപ്പു വരുത്തേണ്ടതാണ്. ഇതിനുപരിയായി രജിസ്ട്രാറും cPn k{SmÀ B ^o knse ss^ \m ³ k Hm^o k dpw CSh n«]cnt i m[\ \S ¯ p¶ Xpam I p¶ p.

7. <u>t I {µ `q] Wb \_m¦nte bpw, PnÃm \_m¦p I fnte bpw s k bnem^o k dpsSbpw, {]mYan I `q] Wb _m¦p I fnse hme}th j ³ k C ³ k s] I SÀamcpsSbpw i¼f _nÃp I fpw bm{Xm ബത്ത ബില്ലുകളും കൗണ്ടർ സൈൻ ചെയ്യുന്നത് സംബന്ധിച്ച്.</u>

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k {SmcpsS \nÀt± i § fpw

t I{µ `q]Wb \_m¦nte bpw, PnÃm k l IcW \_m¦nse sk bnem^o kÀamcpsS bpw, {]mYan I `q]Wb _m¦nse hme}th j ³ C³ ks] I SÀamcpsS bpw i¼f _nÃp I Ä, £ma _ ¯ _nÃp I Ä, A Uzm³ k _nÃp I Ä, കുടിശിക ബില്ലുകൾ മുതലായവ ജില്ലാ ജോയിന്റ് രജിസ്ട്രാർ കൗണ്ടർ സൈൻ ചെയ്തു കൊടുക്കേണ്ടതും കെ.എസ്.ആറിലെ 156 ാം വകുപ്പനുസരിച്ച് {]hÀ ¯n ¡ p¶ I ¬ Idâ B UnäÀamcptSbpw sk bnem^o kÀamcpsSbpw {]hÀ ¯ \ ]cn[n H¶nÂ IqSpXÂ Xmeq ¡msW¦nÂ AhcpsS _nÃp I Ä _ Ôs¸« tPmbnâ cPn k {SmÀ/ഡെപ്യൂട്ടി രജിസ്ട്രാർ (ആഡിറ്റ്) കൗണ്ടർ സൈൻ ചെയ്തു കൊടുക്കേണ്ടതും ആകുന്നു. എന്നാൽ ഒരു താലൂക്ക് മാത്രം പ്രവർത്തന]cn[nbmbn \ni Nbn¨n«pf f DtZymK k Y ³ amcpsS _nÃp I Ä _ Ôs¸« അസിസ്റ്റന്റ് രജിസ്ട്രാർ കൗണ്ടർ സൈൻ ചെയ്തു കൊടുണ്ടേണ്ടതുമാകുന്നു.

sI.]n. {io\nhmk ³
A Uo j WÂ cPn k {SmÀ (s{ I Unä)
C ³ þNmÀP Hm^ k l IcW kwLw cPn k {SmÀ

\¼À C. F.4/29291/85. k l IcW kwLw cPn k {Smdm^o k Xncph \ ´]pcw, 4þ12þ1985

kÀ ¡peÀ \¼À 39/85

hn j bw: **k l IcW Un¸mÀ«psaâ þ F k äm »n j saâ þ sI.F k. B À.144]mÀ«1 A \pkcn¨ sU]}t« j ³ hyh k YbnÂ Un¸mÀ«psaâ Â B ^o kÀamsc \nban ¡ p¶ Xp kw_ Ôn¨.**

sI.F k. B À.144]mÀ« 1 A \pk cn¨ kwL § fnte ¡ A b¨n«pf f Un¸mÀ«psaâ Â B ^okd³amcpsS sU]}t« j ³ Imemh [nZoÀ L n¸n ¡ p¶ Xn\pw, sU]}t« j ³ Imemh[n A h km\n ¡ p¶ apd ¡ sU]}« sNbX DtZymK k Ys\ പിൻവലിക്കുന്നതിനും വേണ്ട കമ്മിറ്റി തീരുമാനങ്ങൾ സംഘങ്ങളിൽ നിന്നും കാലേകൂട്ടി hm§n Imemh[n Xocp¶ Xn\p ap³]p Xs¶ Cu B ^oknÂ AwKo Imc ¯n\mbn A b¨p XcWsa¶p ap³]]e XhW \nÀt±iw \Â Inbn«pf fXmW. F ¶mÂ B \nÀt± i § Ä I W ¡nseSp ¡msX Imemh[n XoÀ¶ p hfsc Znh k § Ä Ign ª ti j amW]e PnÃm B ^okp I fnÂ \n¶pw s{]mt¸mk Â k A b¨p hcp¶X.

kwL § Ä ¡ sU]}t« j ³ hyh k YbnÂ DtZymK k Y ³amsc B h iyanÃmsX hcpt¼mÄ Ahsc]n³hen ¡ Wsa¶pf f At] £ I Ä പോലും കാലേകൂട്ടി കിട്ടാത്തതുകൊണ്ട് അത്തരം ഉദ്യോഗസ്ഥൻമാരെ സംസ്ഥാന സർവീസിൽ തിരികെ പ്രവേശിപ്പിയ്ക്കാൻ തക്ക സമയത്തു സാധിക്കാതെ വന്നിട്ടുണ്ട്.

s{]mt¸mk Â k Xmak n¨ A b ¡ m³ CSh ¶ Xn\pf f ImcWw t]mepw]ecpw kqNn¸n ¡ mdnÃ. {]tXy I w \nÀt± i w \Â Inbn«pf f Imcy ¯nÂ hogN

k I IcW kÀ¡peÀ kam I mcw

hcp¯p¶Xn\pff{] [m\ ImcW§Ä kwL§fnÂ \n¶pw Imte Iq«n I½näan Xocpam\w hm§mXncn¡p¶Xpw, sU]}t«j\nÂ Ab¨ncn¡p¶ hcpsS കാലാവധി തീരുന്നത് മനസ്സിലാക്കാൻ വേണ്ട രജിസ്റ്റർ സൂക്ഷിക്കാത്തതുമാണ്.

Hmtcm PnÃbnÂ \n¶pw sU]}t«j\nÂ Ab¨n«pffhcpsS F®w IpdhmbXn\mÂ I½näan Xocpam\w Imte Iq«n hm§p¶Xn\pw cPnkäÀ t\cmw വണ്ണം എഴുതി സൂക്ഷിക്കുന്നതിനും പ്രയാസം ഉണ്ടാകാൻ കാരണം കാണുന്നില്ല.

സർക്കാരിൽ നിന്നും ഉത്തരവ് കിട്ടേണ്ട പ്രൊപ്പോസൽസ് യഥാസമയം ലഭിക്കാത്തതുകൊണ്ട് ഇക്കാര്യത്തിൽ വേണ്ട നടപടി മുൻകൂട്ടി എടുക്കണമെന്ന നിർദ്ദേശം സർക്കാരിൽ നിന്നും കിട്ടിയിട്ടുണ്ട്.

taÂ kqNn¸n¨ ImcW§Ä IW¡nseSp¯ DtZymKkY³amsc sU]}t«j\nÂ \nban¡pt¼mgpw Ahsc]n³hen¡pt¼mgpw Xmsg]dbp¶ നടപടിക്രമങ്ങൾ കൂലംകഷമായി പാലിക്കേണ്ടതാണെന്ന് ഇതിനാൽ നിർദ്ദേശം \Â Inbncn¡p¶p.

1. sI.F k.BÀ. 144]mÀ« I A\pkcn¨ kwL¯nÂ Un¸mÀ«psaâÂ B^okÀamsc sU]}t«j\nÂ \nban¡m\pw, sU]}t«j\nÂ XpScp¶ hsc amän]Icw asämcmsf \nban¡m\pw, sU]}t«j\nÂ XpScp¶ hcpsS Imemh[n ZoÀL n¸n¡m\pw Imemh[n XoÀ¶ hsc Xncns I kwkYm\ kÀhoknÂ \nban¡m\pwDff A[nImcw cPnk{SmÀ¡pffXmW. cPnk{SmdnÂ am{Xw \n£n] XamW {] kXpX A[nImcw F¶ hkXpX കണക്കിലെടുക്കാതെ പലപ്പോഴും ജോയിന്റ് രജിസ്ട്രാർമാർ വേണ്ട ഉത്തരവ് പുറപ്പെടുവിച്ച ശേഷം ശരിവക്കലിനുവേണ്ടി അപേക്ഷിക്കുന്നുണ്ട്. taenÂ tPmbnâ cPnk{SmÀamÀ Cu hn[¯nÂ D¯chp]pds¸Sphn¡mXncn¡m³ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്. ഡെപ്യൂട്ടേഷനെ സംബന്ധിച്ച കാര്യങ്ങളെല്ലാം രജിസ്ട്രാറുടെ ഉത്തരവിനു വേണ്ടി അയക്കേണ്ടതാണ്.

2. പുതുതായി ഡെപ്യൂട്ടേഷൻ നടത്തുന്നതിനു വേണ്ട പ്രൊപ്പോസൽ Ab¡p¶Xn\pap³] kÀ¡mÀ DtZymKkYs\ \nban¡p¶X AtX XkXnIbnÂ XpScp¶ kwLwPoh\¡mcsâ{]tam j³/ko\nt bmdn«n F¶nhsb {]XnIqeambn _m[n¡ptam F¶pffXp kw_Ôn¨ kÀ¡mÀ/tImSXn Xe¯nÂ Fs´¦nepw k tätbm, tItÊm നിലവിലുണ്ടോ എന്നും തിട്ടപ്പെടുത്തിയിരിക്കേണ്ടതാണ്.

3. sU]}t«j\nÂ Ab¡m³ tbmKy\mb DtZymKkYsâ t]cp hnhcw IqSn പുതുതായി ഡെപ്യൂട്ടേഷൻ നടത്തുന്നതിനു വേണ്ട പ്രൊപ്പോസൽ അയക്കുമ്പോൾ ജോയിന്റ് രജിസ്ട്രാർ നിർദ്ദേശിച്ചു അയക്കേണ്ടതാണ്. പേരു വിവരം നിർദ്ദേശിച്ചു അയക്കാത്തതുകൊണ്ട് ഇക്കാര്യത്തിനുവേണ്ടി മാത്രം കത്തിടപാട് നടത്തി പലപ്പോഴും ഉത്തരവു പുറപ്പെടുവിക്കാൻ കാലതാമസം നേരിടുന്നുണ്ട്.

k l IcWh I p¸p Poh\ ¡ mcyhpw Poh\ ¡ mÀ ¡ pff cPn k {SmcpsS \nÀt± i § fpw

4. ഡെപ്യൂട്ടേഷൻ കാലാവധി ദീർഘിപ്പിക്കാൻ വേണ്ട അപേക്ഷ, സർക്കാരിന്റെ ഉത്തരവ് കിട്ടേണ്ടതാണെങ്കിൽ 3 മാസത്തിനു മുൻപും രജിസ്ട്രാറുടെ ഉത്തരവ് കിട്ടേണ്ടതാണെങ്കിൽ 2 മാസത്തിനു മുൻപും ഈ ആഫീസിൽ കിട്ടിയിരിക്കത്തക്ക വിധത്തിൽ ജോയിന്റ് രജിസ്ട്രാർ അയക്കേണ്ടതാണ്. ഈ വിഷയത്തിൽ cPn k {SmdpsS 2þ7þ1984 se C. F.4/27793/84 mw \ ¼À I ¯ nse \nÀt± i § Ä കർശനമായും പാലിക്കേണ്ടതാണ്. ബന്ധപ്പെട്ട യൂണിറ്റ് ഇൻസ്പെക്ടർമാർക്ക് കാലേകൂട്ടി തന്നെ ഇതിനു വേണ്ട കമ്മിറ്റി തീരുമാനം വാങ്ങി അയക്കാൻ വേണ്ട നിർദ്ദേശം ജോയിന്റ് രജിസ്ട്രാർ നൽകേണ്ടതാണ്. കമ്മിറ്റി കൂടാൻ Xma k n¨ pt] mbn F ¶ X s{] mt¸ mk Â A b ¡ m³ Xma k n¨ Xn \ pf f കാരണമായി പറയാൻ ഇട നൽകാതിരിക്കാൻ ശ്രദ്ധിക്കേണ്ടതാണ്.

5. ഡെപ്യൂട്ടേഷൻ നിറുത്തലാക്കണമെന്ന് സംഘം ആവശ്യപ്പെടുമ്പോൾ വേണ്ട I ½nän Xocpam\ t ¯ mSp I qSn taÂ hnhcn¨ Imebf hn\pff nÂ Cu ആഫീസിൽ കിട്ടത്തക്ക വിധത്തിൽ പ്രൊപ്പോസൽ അയക്കേണ്ടതണ്. തിരികെ kwk Ym\ kÀho k nÂ {] th i n¸ n ¡ phm³ iq] mÀ i sN¿pt¼mÄ C³ k s] I SdptStbm A k n k äâp cPn k {SmdptStbm Hgn hp I Ä PnÃbnÂ ഉണ്ടോ എന്ന വിവരം കൂടി സൂചിപ്പിക്കേണ്ടതാണ്.

6. sU] }t« j \nÂ A b ¡ p¶ hsc¸än Cu kÀ ¡ pednt\msSm¸w AS ¡ w sNbXn«pf f s{] mt ^mÀabnÂ ImWp¶ coXnbnÂ Hcp cPn k äÀ tPmbnâ cPn k {SmdptSbpw A k n k äâ cPn k {SmdptSbpw B ^o k nÂ FgpXn സൂക്ഷിക്കേണ്ടതാണ്. രജിസ്റ്ററിൽ വേണ്ട വിവരങ്ങൾ എഴുതി സൂക്ഷിക്കുന്നുണ്ടോയെന്നും, കാലാകാലങ്ങളിൽ വരുന്ന മാറ്റങ്ങൾ രേഖപ്പെടുത്തുന്നുണ്ടോ എന്നും ഉറപ്പു വരുത്തുന്നതിന് ഡെപ്യൂട്ടേഷൻ രജിസ്റ്റർ I qSn Cu B ^o k nse H.& Fw. s k £ ³] cnt i m[n ¡ p¶ XmW. tPmbnâ cPn k {SmÀ B ^o k nÂ \n ¶ pw A k n k äâ cPn k {SmÀ B ^o k nÂ C³ k s] £ \ t] m I pt¼mgpw sU] }t« j ³ cPn käÀ]cnt i m[n¨ p ശരിയായി വിവരങ്ങൾ രേഖപ്പെടുത്തിയിട്ടുണ്ടോ എന്നു തിട്ടപ്പെടുത്തേണ്ടതാണ്.

7. ഡെപ്യൂട്ടേഷനിൽ അയയ്ക്കുന്നവരുടെ എഫ്.എസ്.അക്കൗണ്ടു നമ്പർ സമയത്തു കിട്ടാൻ വേണ്ട നടപടി സ്വീകരിക്കേണ്ടതും അവധി, ശമ്പളം, പെൻഷൻ വിഹിതം, പ്രൊവിഡന്റ് ഫണ്ട് മുതലായവ തക്ക സമയത്തുതന്നെ അS b ക്കുന്നുണ്ടോ എന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്. ഒരു സാമ്പത്തിക വർഷം കഴിഞ്ഞ ഉടനെ ബന്ധപ്പെട്ട DtZymK k Y ³ amcnÂ \n ¶ s] ³ j ³ hn I nXw പ്രോവിഡണ്ട് ഫണ്ട് F ¶ nh അടച്ചതിന്റെ വിവരം ശേഖരിച്ച് അവ യഥാകാലം അടച്ചിട്ടുണ്ടോ എന്നു പരിശോധിക്കേണ്ടതാണ്.

8. sU] }t« j \nte ¡ A b ¡ p¶ hcpw, Xncns I k tää kÀho k nte ¡ \nba n ¡ p¶ hcpw tPmenbnÂ {] th i n í p¶ Xpw, tPmenbnÂ \n ¶ p hnSpXÂ sN¿p¶ Xpamb XobXn I Ä DSs\ Adnbn ¡ Wsa ¶ \nÀt± i w നൽകിയിട്ടുണ്ടെങ്കിലും പല ഓർമ്മക്കുറിപ്പുകൾ അയച്ചാലും വിവരം കിട്ടാറില്ല. പ്രസ്തുത വിവരം കാലതാമസം കൂടാതെ അറിയിക്കേണ്ടതാണ്.

k l IcW kÀ¡peÀ kaml mcw

taÂ]dª ncn¡p¶ \nÀt±i§Ä FÃm Aknkäâv cPnk{SmÀamcptSbpw ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതും സർക്കുലറിൽ പറഞ്ഞിരിക്കുന്ന രീതിയിൽത്തന്നെ പ്രവർത്തിക്കാൻ ജോയിന്റ് രജിസ്ട്രാർമാർ ശ്രദ്ധിക്കേണ്ടതുമാണ്. മുകളിൽ \memaXmbn]dª ncn¡p¶ lmcy¯nÂ Bhiyamb \nÀt±i§Ä _Ôs¸« സംഘങ്ങൾക്ക് ജോയിന്റ് രജിസ്ട്രാർ നൽകേണ്ടതാണ്.

സർക്കുലർ കിട്ടിയെന്ന വിവരം മടക്കത്തപാലിൽ അറിയിക്കേണ്ടതാണ്.

sI. hn. lcnIrjW³ \mbÀ
k l IcWkwLw cPnk{SmÀ

c l kyw

\¼À Pn.48792/86

k l IcWkwLw cPnk{Smdm^okv
Xncph\´]pcw, 5þ10þ1986

kÀ¡peÀ \¼À 39/86

hnjbw: **k l IcW \nbaw A\pkcn¨v cPnk{SmdpsS A[nImc§Ä hn\ntbmKn¡p¶Xns\¸änbpff amÀ¤\nÀt±i§Ä.**

tIcf k l IcW \nbaw A\pkcn¨v cPnk{SmÀ¡pff A[nImc§Ä k l IcW hIp¸nse hnhn[Xe¯nepff DtZymKkvY³amÀ¡v apgph\pamtbm `mKnIamtbm k l IcW \nba¯nse 3(2) hIp¸v A\pkcn¨v 28þ6þ1969 se ജി.ഒ.(എം.എസ്) 255/69എ.ഡി നമ്പർ നോട്ടിഫിക്കേഷൻ പ്രകാരം നൽകിയിട്ടുണ്ട്. cPnk{SmÀ¡pff FÃm A[nImc§fpw taÂ¸dª t\m«n^nt¡j³ {]Imcw ജോയിന്റ് രജിസ്ട്രാർമാർക്ക് നൽകിയിട്ടുണ്ട്. എന്നിരുന്നാലും ജില്ലാ തലത്തിലും അതിനു apIfnepapff kwL§sf kw_Ôn¨nSt¯mfw k l IcW \nbaw A\pkcn¨v രജിസ്ട്രാറുടെ അധികാരങ്ങൾ രജിസ്ട്രാർ തന്നെയാണ് വിനിയോഗിക്കേണ്ടതെന്നും അതിനു വേണ്ടിയുള്ള നിർദ്ദേശങ്ങൾ ജില്ലാ ആഫീസുകളിൽ നിന്നും ജോയിന്റ് രജിസ്ട്രാർമാർ ഈ ആഫീസിലേക്ക് സമർപ്പിക്കേണ്ടതാണെന്നും പലപ്പോഴായി നിർദ്ദേശം നൽകിയിട്ടുണ്ട്. അതനുസരിച്ച് അപ്രകാരമുളള സംഘങ്ങളുടെ cPnkt{Sj³, ss_em t`ZKXnIÄ, `cWkanXn Xocpam\§Ä d±psN¿pI, kYmhc hkXp¡Ä hm§p¶Xn\v A\phmZw sImSp¡pI, XkXnIIÄ¡v അനുവാദം നൽകൽ, പ്രമോഷനു വേണ്ടി പരീക്ഷാ യോഗ്യതയിൽനിന്നുള്ള ഇളവുകൾ, hcWm[nImcnsb \nban¡Â, `cWkanXnsb ]ncn¨p hnSÂ, 33þmw hIp¸\pkcn¨pff AUan\nkt{SäÀ/I½nän \nba\w, `cWkanXnbnte¡pff t\mant\j³ XpS§nb Imcy§fnÂ PnÃm B^okpIfnÂ \n¶pw s{]mt¸mkepIÄ Cu B^oknÂ kaÀ¸n¡pIbpw Cu B^oknÂ \n¶pw D¯chv]pds¸Sphn¡pItbm, AsÃ¦nÂ D¯chv]pds¸Sphn¡phm³ tPmbnâv cPnk{SmÀamsc A[nImcs¸Sp¯pItbm BWv sNbvXphcp¶Xv. F¶mÂ CXn\p hncp²ambn Nne tPmbnâv cPnk{SmÀamÀ ASp¯ Ime§fnembn{]hÀ¯n¨p

k l lcWhlp¸p Poh\ ¡ mcyhpw Poh\ ¡ mÀ ¡ pff cPn k{SmcpsS \nÀt±i § fpw

hcp¶Xmbn cPn k{SmdpsS {i ² bnÂ s¸«ncn ¡ p¶p. PnÃmXe kwL § fnÂ XkXnl lÄ ¡ A \phmZw \Â lpl,]co£ m tbmKyXbnÂ \n¶pw Poh\ ¡ msc Hgnhm ¡ pl, l½nän Xocpam\ § Ä d±p sN¿pl XpS § nb \S]Sn lÄ Cu B ^oknÂ \n¶pw A \phmZw hm § msX Xs¶ Nne tPmbnâ cPn k{SmÀamÀ sNbXp hcp¶Xmbn lmWp¶p. C{] lmcapff \S]Sn lÄ DS\Sn അവസാനിപ്പിക്കേണ്ടതും ജില്ലാ തലത്തിലും അതിനു മുകളിലുമുള്ള സംഘങ്ങളുടെ കാര്യത്തിൽ രജിസ്ട്രാറുടെ അധികാരം വിനിയോഗിക്കേണ്ടി വരുമ്പോൾ അതിനുള്ള നിർദ്ദേശം ജോയിന്റ് രജിസ്ട്രാർമാർ രജിസ്ട്രാർക്ക് സമർപ്പിക്കേണ്ടതും അതിൻമേൽ രജിസ്ട്രാർ പുറപ്പെടുവിക്കുന്ന നിർദ്ദേശം അനുസരിച്ച് മാത്രം പെരുമാറേണ്ടതുമാണ് എന്ന് ഇതിനാൽ വീണ്ടും നിർദ്ദേശിക്കുന്നു.

2. aäp kwL § fpsS lmcy¯nepw cPn k{SmdpsS A [n lmc § Ä വിനിയോഗിക്കുമ്പോൾ പലപ്പോഴും ജോയിന്റ് രജിസ്ട്രാർമാർ വേണ്ട നടപടിക്രമങ്ങൾ]men ¡ mXncn ¡ pl, k µÀ`¯n\ B h i yambXnÂ lqSpXÂ \S]Sn lÄ kzolcn ¡ pl apXemb \S]Sn l fpw {i ² bnÂ s¸«ncn ¡ p¶p. k l lcW\nba¯nse 32þmw hlp¸\pkcn¨ kzolcn ¡ p¶ \S]Sn lÄ kzm`ാവികമായും മറ്റു നിയമപരമായ നടപടികൾ മൂലം പരിഹാരം കണ്ടെത്തുവാൻ കഴിയാതെ വരുമ്പോൾ മാത്രം സ്വീകരിക്കേണ്ടതാണ്. വിശേഷിച്ചും നോട്ടീസ് lqSmsXbpw kÀ ¡ nÄ bqWnb\pw [\ k lmb kYm]\hpambpw lqSnbmtemNn ¡ msXbpw l½nän]ncn¨p hnSpt¼mÄ 176þmw N«{] lmcw]cnl mcw കണ്ടെത്താവുന്ന ഒരു കേസിൽ നോട്ടീസ് നൽകാതെ കമ്മിറ്റിയെ പിരിച്ചു വിട്ട ഒരു kw`hw ASp¯ lme¯ dnt¸mÀ«p sN¿s¸«ncp¶p. CX hfscb[n lw KpcpXcamb Hcp lmcyamW. 176þmw N«a\pkcn¨ \S]Sn kzolcn ¡ mXncp¶ tXm t]mls« t\m«ok \Â lmsX l½nänsb]ncn¨p hnSphm³ aXnbmb സാഹചര്യമുണ്ടായിരുന്നുമില്ല. ഈ സാഹചര്യത്തിൽ നിയമപ്രകാരം ജോയിന്റ് രജിസ്ട്രാർമാർക്ക് അധികാരമുണ്ടെങ്കിൽപ്പോലും തെരഞ്ഞെടുക്കപ്പെട്ട കമ്മിറ്റികളെ]ncn¨p hnSp¶Xn\p ap¼ A{] lmcw \S]Sn kzolcn ¡ phm³ Dt±i n ¡ p¶ hnhcw കാലേക്കൂട്ടി രജിസ്ട്രാറെ നിർബന്ധമായും അറിയിച്ചിരിക്കേണ്ടതാണെന്ന് എല്ലാ tPmbnâ cPn k{SmÀamtcbpw D] tZ i n ¡ p¶p.

3. 176þmw N«a\pkcn¨ \S]Sn kzolcn ¡ p¶Xn\p ap³] kwL¯n\ Bt£]w t_m[n¸n ¡ phm³ t]mepw A hkcw \Â lmXncp¶ kw`hhpw ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. 176–ാം ചട്ടത്തിൻ പ്രകാരം വ്യവസ്ഥ ചെയ്യാത്തതുകൊണ്ട് AXnsâ B h i yansÃ¶ tPmbnâ cPn k{SmdpsS adp] Sn hnNn{Xambncn ¡ p¶p. BÀs ¡ Xncmbn«mtWm Fs´ ¦nepw \S]Sn kzolcn ¡ phm³ Dt±i n ¡ p¶X A{] lmcw \S]Sn kzolcn ¡ p¶Xn\p ap³] AbmÄ ¡]dbphm\pffX എന്താണെന്ന് അറിയേണ്ടത് കേവലം സാമാന്യ നീതി മാത്രമാണ്. ഇതു \nÀh l n¨n«nsÃ¦nÂ B Hä lmcW¯mÂ Xs¶ kzolcn¨ \S]Sn d±p

k l IcW kÀ¡peÀ kam I mcw

ചെയ്തുപോകും. നിയമത്തിൽ വ്യവസ്ഥ ചെയ്തിട്ടുണ്ടോ ഇല്ലയോ എന്ന് t\m ¡ msXXs¶ kmam\y \oXn \S¸nem ¡ p¶psh ¶ Dd¸p hcp¯phm³ FÃm ജോയിന്റ് രജിസ്ട്രാർമാരും ശ്രദ്ധിക്കേണ്ടതാണ്.

4. k l IcW]cn i oe\w B h i yamb X k Xn I I fnte ¡ t\cn«pf f \nba\ ¯n\ k l IcW]cn i oe\ ¯nÂ \n¶ Hgnhm ¡ n D ¯ch \Â Inb Hcp tPmbnâ cPn k{SmdpsS \S]Snbpw {i ²bnÂs¸«ncn ¡ p¶p. k l IcW \nba ¯nse hyh kY I fnÂ \n¶ Hgnhp \Â Iphm³ tPmbnâ cPn k{SmÀ ¡ F §ns\ A [n Imcw kn²n¨p F ¶ a\ Ênem Ip¶nÃ. CXpt]mepff \S]SnI Ä KpcpXcamb n ho£n ¡ p¶ Xpw Kuchamb i n £ W \S]SnI Ä k zo I cn ¡ p¶ XpamW.

5. Cu B ^ok nÂ \n¶ \Â Inbn«pff]e \nÀt±i § fpw I rXyamb n]men ¡ p¶ XnÂ Nne tPmbnâ cPn k{SmÀamÀ Xn I ª A ew`mhw I mWn¨p hcp¶ Xmbn I mWp¶p. Znh k Iqen ASn k Ym\ ¯ nÂ Poh \ ¡ msc \nban ¡ p¶ Xns\ Xncmbn hnhn[A h kc § fnÂ]pds¸Sphn¨n«pf f \nÀt±i § Ä]men ¡ p¶ XnÂ]ecpw hnapJX I mWn¨p hcp¶p. {I ac I nXambn A Uzm³ k C³{Insaâ \Â IpI, \nbam\pkcWaÃm¯ aäp t] bsaâp I Ä \S ¯p I XpS§nbhs ¡ Xnsc DS\Sn \S]Sn k zo I cn ¡ p¶ I mcy ¯nepw tPmbnâ cPn k{SmÀamÀ]et¸mgpw {i ²n ¡ p¶nÃ.

6. tPmbnâ cPn k{SmÀamcpsS `mK ¯ p \n¶pw k m[mcWbmbn കണ്ടുവരാറുള്ള ഏതാനും അപാകതകൾ മാത്രമാണ് മുകളിൽ ചൂണ്ടി I mWn¨n«pf fX. CXpt]mepff A ]m I X I Ä kw`hn ¡ mXncn ¡ phm³ ജോയിന്റ് രജിസ്ട്രാർമാർ പരമാവധി ശ്രദ്ധിക്കേണ്ടതാണ്. ചില ഭാഗത്തു നിന്നും ഉണ്ടായിട്ടുള്ള സമ്മർദ്ദങ്ങൾ മൂലമാണ് തങ്ങൾ അപ്രകാരം ക്രമരഹിതമായി {] hÀ ¯ n ¡ phm³ CSbmbX F ¶pf f Nne tPmbnâ cPn k{SmÀamcpsS adp]Sn bmsXmcp I mcWh i mepw k zo I mcyasÃ¶pw A hchcpsS \S]Sn I fpsS]cn]qÀ® D ¯ chmZnXzw A hchÀ ¡ p Xs¶ B bncn ¡ psa¶pw FÃm tPmbnâ cPn k{SmÀamtcbpw HmÀ½s¸Sp ¯ p¶p.

7. ap I fnÂ]d ª n«pf f \nÀt±i § Ä ¡ hncp²ambn {] hÀ ¯ n ¡ p¶ X KpcpXcamb I rXyhntem]ambn I mWpsa¶pw Kuchamb i n £ W \S]SnI Ä ¡ p I mcWambn Xocpsa¶pw FÃm tPmbnâ cPn k{SmÀamtcbpw Adnbn ¡ p¶p.

sI. hn. \¼ymÀ
k l IcW kwLw cPn k{SmÀ

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k{SmcpsS \nÀt±i § fpw

GOVERNMENT OF KERALA
ABSTRACT

Co-operation Establishment-Election to the Committee of Co-operative Societies Remuneration to Returning Officers fixed-Orders issued.

COOPERATION 'A' DEPARTMENT

G.O.Rt. 167/86/Coop. Trivandrum, 10-4-1986

Read: **1. G.O.Rt.1751/77/AD. Dated 8-6-77.**

2. Letter No. G.514/86. Dated, 14-1-86 from the Registrar of Co-operative Societies.

3. G.O.Rt. No.96/86/Coop. Dated, 5-3-1986.

ORDER

Government are pleased to enhance the rate of remuneration being paid to the Returning Officer to Rs.75/- (Rupees Seventy five) from the existing rate of Rs. 50/- (Rupees fifty only).

By Order of the Governor
S. K. Bhanu Das
Under Secretary

\¼À F k. kn.än.2.38788/86. k l IcW kwLw cPn k{Smdm^o k Xncph\ ´]pcw, 9þ12þ1986

kÀ ¡peÀ \¼À 51/86

hn j bw: **ktäm ¡ Xn«s¸Sp¯ phm\pw `cW kanXn sXcs ª Sp¸ \S¯ phm\pw \ntbmKn ¡ s¸Sp¶ DtZymK k Y ³ amÀ HutZymKn I IrXy \nÀh I W ¯ n\ bm{X sN¿p¶ Xn\ hmS I ¡ mdp I Ä D]tbmKn ¡ p¶ Xp kw_ Ôn¨v.**

Cu B ^okn Â \n ¶ pw \S ¯ nb]cnt im[\ bnÂ Nne k l IcW k Ym] \ § fnÂ ktäm ¡ Xn«s¸Sp¯ phm\pw `cW kanXn sXcs ª Sp¸ \S¯ phm\pw \ntbmKn ¡ s¸Sp¶ h Ip¸ DtZymK k Y ³ amÀ HutZymKn I IrXy \nÀh I W ¯ n\ mbn bm{X sN¿p¶ Xn\ hmS I ¡ mdp I fpw aäpw D]tbmKn ¡ p¶ Xmbpw AXnsâ sNeh AXmXp k Ym] \ §Ä Xs¶ h In ¡ p¶ Xmbpw ImWphm³ Ign ª p. k l IcW k Ym] \ § fnse ktäm ¡]cnt im[\ \S¯ p¶ Xn\, ktäm ¡]cnt im[\m DtZymK k Y ³ amcmbpw

k l lcW kÀ¡peÀ kaml lmcw

sXcs ª Sp¸ \S¯p¶Xn\ hcWm[n lmcn lfmbpw \nban¡s¸Sp¶ ഉദ്യോഗസ്ഥൻമാർക്ക് അവരുടെ ഔദ്യോഗിക കൃത്യ നിർവഹണത്തിന് യാത്ര ചെയ്യേണ്ടി h¶mÂ AXn\ bm{X¸Sn, Zn\ _¯ apXembh kÀ¡mcnÂ \n¶p Xs¶ e`ിക്കുന്നുണ്ട്. അതിനാൽ അവരുടെ യാത്രച്ചെലവ് മുതലായവ സഹകരണ kYm]\§Ä hln¡p¶X \nbam\pkcWaÃ. C{]lmcw hlp¸ DtZymKkY³amÀ HutZymKnl lrXy \nÀhlW¯n\ bm{X sN¿p¶Xn\ hmSI¡mdplfpw aäpw D]tbmKn¡plbpw AXnsâ sNeh k l lcW സ്ഥാപനങ്ങൾ വഹിക്കേണ്ടി വരികയും ചെയ്യുന്ന നടപടിക്രമം \ncpX kmls¸Sp¯plbpw A{]lmcwsN¿p¶ hcpsSt]cnÂ in£W \S]Snl Ä സ്വീകരിക്കേണ്ടതാണെന്നും നിർദ്ദേശിക്കുന്നു.

sl. hn. \¼ymÀ
k l lcWkwLw cPn k{SmÀ

{]tXyl {i ² ¡

\¼À F.Un.F Â(5) 10744/89 — k l lcWkwLw cPnk{Smdm^okv Xncph\´]pcw, 8þ6þ89

k l lcWkwLw cPnk{SmÀ,
Xncph\´]pcw.

FÃm B Unä sU]}«n cPnk{SmÀamÀ¡pw.

kÀ,

hnjbw: **B Unäþ kYew amäw e`níp¶ B UnäÀamÀ kaÀ¸n¡s¸Sp¶ B Unä dnt¸mÀ«plfpsS \}\Xm]cnlcWwþ AwKolmcwþ kw_Ôn¨v.**

Hcp PnÃbnÂ \n¶pw asämcp PnÃbnte¡v kYew amdn t]mlp¶ A Unäd³amsc hnSpXÂ sNbXp]pXnb kYe¯p {]hÀ¯n¨p hcp¶ Ahkc¯nÂ, hnSpXÂ sN¿p¶Xn\pap³] AhÀ kaÀ¸n¡s¸«ncp¶ B Unä dnt¸mÀ«plfpsS \}\Xm]cnlcW¯n\mbn{]hÀ¯nsbSp¯ncp¶ PnÃbnte¡v വീണ്ടും വരുത്തുക എന്നൊരു പ്രവണത മിക്ക ആഡിറ്റ് ഡെപ്യൂട്ടി രജിസ്ട്രാറൻമാരും A\phÀ¯n¨p t]mcp¶XmbnCu B^oknsâ {i²bnÂs¸«ncn¡p¶p. CX icnbmb \S]Sn{laaÃ. kYew amäw e`ിച്ച് വിടുതൽ ചെയ്യപ്പെടേണ്ട B UnäÀamcnÂ \n¶pw hnSpXÂ sN¿p¶ Znh kwhsc e`ിക്കേണ്ടിയിരുന്ന ആഡിറ്റ് dnt¸mÀ«plÄ hm§n,]cnti m[\ \S¯n, \}\Xm]cnlcWw \S¯n aS¡n hm§pl F¶Xp _Ôs¸« tae[nlmcnbpsS NpaXebmW. kÀ¡nÄ Xe¯ntebpw PnÃmXe¯ntebpw \nb{´WDtZymKkY³amÀ X§fpsS NpaXe വേണ്ട വിധത്തിൽ നിർവഹിക്കപ്പെടാത്തതിനാലാണ് ഇത്തരം ഒരു സ്ഥിതി kwPmXamlp¶X. Nne sU]}«n cPnk{SmÀamcmls« Cu B hiyw ഉന്നയിച്ചുകൊണ്ട് ഈ ആഫീസിലേക്ക് കത്തുകൾ അയച്ചു വരുന്നു.

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k{SmcpsS \nÀt±i § fpw

asämcp PnÃbnÂ {]hÀ¯n¨p hcp¶ Hcmsf A knk äâ cPn k{SmÀamcpsStbm sU]}«n cPn k{SmÀamcpsStbm hogN aqew kw`hn¨ ഒരാവശ്യത്തിലേക്ക് വീണ്ടും വരുത്തുക എന്ന പ്രവണത ടിയാൻ പ്രവർത്തിച്ചു വരുന്ന XkXnI bnse HutZymKnI IrXy \nÀhI Ws¯ {]XnIqeambn _m[n¡m³ ഇടയുണ്ട്. ഈ സാഹചര്യം കണക്കിലെടുത്ത് താഴെ പറയും പ്രകാരമുള്ള \nÀt±i § Ä]pds¸Sphn¡p¶p.

1. k Yew amäw e`ിച്ച് വിടുതൽ ചെയ്യപ്പെടേണ്ട ആഡിറ്റർമാർ ആഡിറ്റ് kw_Ôn¨ an¡ hmdpw FÃm ]cnt im[\ Ifpw ]qÀ¯nbm¡pIbpw, dnt¸mÀ«pIÄ X¿mdm¡phm³ am{Xw _m¡nbmhpIbpw sN¿p¶ kmIN cy¯nÂ A{] Imcapffhcn Â \n¶pw e`n¡phm\pff dnt¸mÀ«pIÄ e`n¨Xn\p ti jw am{Xw hnSpXÂ sN¿m³ _Ôs¸« tae[nImcnIÄ ശ്രദ്ധിക്കേണ്ടതാണ്. (27þ12þ87se 62/87 mw \¼À kÀ¡peÀ)

2. B Unä dnt¸mÀ«]cnt im[n¨ Xr]XnIcamw hn[w \}\Xm]cnIcWw നടത്തി കിട്ടുന്നതിനു മുൻപായി ഒരു ആഡിറ്ററെ വിടുതൽ ചെയ്യേണ്ട സാഹചര്യമുണ്ടാകുന്ന അവസരത്തിൽ, ടിയാനിൽ നിന്നും ചാർജ് ഏറ്റെടുക്കുന്ന ആഡിറ്ററെ കൊണ്ടോ, ടിയാന്റെ തസ്തികയിൽ നിയമിക്കപ്പെടുന്ന ആഡിറ്ററെക്കൊണ്ടോ ആയത് നടത്തിക്കാമെന്ന് ബന്ധപ്പെട്ട മേലധികാരികൾ ഉറപ്പു വരുത്തേണ്ടതാണ്.

3. bmsXmcp ImcWh imepw hnSpXÂ sN¿s¸« Hcp B Unäsd, hnSpXÂ ചെയ്യുന്നതിനു മുൻപുണ്ടായിരുന്ന ഒരു ജോലിക്കായി മറ്റൊരു ജില്ലയിൽ നിന്നും hcp¯phm\pff kmIN cyw krjSn¡mXncní m³ _Ôs¸« മേലധികാരികൾ ശ്രദ്ധിക്കേണ്ടതാണ്. അപ്രകാരം ഒരു സ്ഥിതി ഉളവാകുന്ന]£w _Ôs¸« sU]}«n cPn k{SmÀamcpsS ehenÂ Sn {] i\w പരിഹരിക്കേണ്ടതാണ്.

4. k l IcWkwLw cPn k{SmÀ B ^oknÂ \n¶pw AwKoIcn¨ സർട്ടിഫിക്കറ്റ് നൽകേണ്ട ആഡിറ്റ് റിപ്പോർട്ടുകളുടെ കാര്യത്തിൽ റിപ്പോർട്ടു kaÀ¸n¨ B UnädpsS tkh\w \}\Xm]cnIcW¯n\ AXy´mt] £nXamsW¶ t_m²ys¸Sp¶]£w Sn B Unäsd ഇതിലേക്കായി നിയോഗിക്കേണ്ടതാണ്.

സഹകരണസംഘം രജിസ്ട്രാർക്കുവേണ്ടി

\¼À Pn.4047/89

k l IcWkwLw cPn k{Smdm^ok
Xncph\´]pcw 19þ10þ89

kÀ¡peÀ \¼À 60/89

hn j bw: **Hm^ok \S]Sn{Ia§Äþ Fw.F Â.FamcnÂ \n¶pw e`n¡p¶ \nthZ\§Ä bYmkabw \S]Sn kzoIcn¡p¶Xp kw_Ôn¨.**

k l IcW kÀ¡peÀ kam I mcw

kqN\: **Fw.F Â.F amcnÂ \n¶pw e`n¡p¶ \nthZ\ §Ä kw_ Ôn¨ Xmsg]dbp¶ \nÀt±iw \Â Ip¶p.**

Fw.F Â.F amcnÂ \n¶ t\cnt«m AÃmsXtbm e`n¡p¶ \nthZ\ §Ä bYmkabw \_ Ôs¸« DtZymKkY³amÀ ssI ¸än bYmhn[n \S]Sn സ്വീകരിക്കുന്നുണ്ടെന്ന് ഓഫീസ് മേധാവി ഉറപ്പു വരുത്തേണ്ടതാണ്. ഇപ്രകാരം e`n¡p¶ \nthZ\ §Ä kw_ Ôn¨ hnhc§Ä A\p_ Ôwþ1 Â]dbpw പ്രകാരമുള്ള ഒരു പ്രത്യേക രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതുമാണ്. നിവേദനത്തിന്റെ hnhcw cPnkädnÂ tcJs¸Sp¯nbti jw _ Ôs¸« sk £ \ AtX Znh kw തന്നെ ഏൽപ്പിക്കേണ്ടതതുമാണ്. നിവേദനങ്ങൾക്ക് എത്രയും വേഗം തന്നെ മറുപടി നൽകേണ്ടതും ഏതെങ്കിലും വിവരം ശേഖരിക്കുവാനുള്ളതിനാൽ ഒഴിച്ചു കൂടാൻ]äm¯ കാലതാമസം ഉണ്ടാകുമെന്നുണ്ടെങ്കിൽ ആയതു നീതീകരിക്കുവാൻ ഉതകത്തക്കതാണെങ്കിൽ കാര്യം ചൂണ്ടിക്കാണിച്ച് ഒരു ഇടക്കാല മറുപടി നൽകേണ്ടതും അന്തിമ മറുപടി കാലതാമസം കൂടാതെ അയച്ചിരിക്കേണ്ടതും ആണ്. ssI Imcyw sN¿p¶ DtZymKkY³amcpsS `mK¯p \n¶pw Fs´¦nepw hogN ഉണ്ടാകുന്നുണ്ടോയെന്നു അതത് ഓഫീസ് മേധാവി പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

tIcf kwkYm\ k l IcW kwLw cPnk{SmÀ

\¼À C._n.7/51025/90.

k l IcW kwLw cPnk{Smdm^ok,
Xncph\´]pcw 8þ11þ1990

kÀ¡peÀ \¼À 36/90

hnj bw: **k l IcW kÀ¡nÄ B^okpI fnse bqWnä C³ ks] IºÀamÀ AhÀ¡p e`n¡p¶ X]mepI fpw ssI h iapf f ^bepIsf kw_ Ôn¨ hnhc§ fpw FgpXn kq£n¡p¶X kw_ Ôn¨.**

kqN\: **7þ8þ90 Â t I mgnt ¡ mSp h ¨p IqSnb tPmbnâ cPnk{SmdpÀtSbpw A knkäâ cPnk{SmdpÀtSbpw kt½f\w.**

kqN\ kt½f\¯nÂ Ct¸mÄ P\dÂ hn`mKw A knkäâ cPnk{SmÀ B ^okpI fnse Hmtcm bqWnä C³ ks] IºdpÀtSbpw ssI h iw GsX¦nepw ഫയലുകൾ റിപ്പോർട്ടിനായി ബാക്കിയുണ്ടെന്നതിനെ സംബന്ധിച്ച് വ്യക്തമായ bmsXmcp tcJ I fpw kq£n¡p¶nsÃ¶ a\ÊnembXnsâ ASnkYm\¯nÂ Xmsg]dbp¶ \nÀt±i §Ä \Â Ip¶p.

X]mepIÄ A knkäâ cPnk{SmÀ B ^oknÂ kzoIcn¨ ti jw {Ia\¼À apd¡ cPnkädnÂ tcJs¸Sp¯ pIbpw s]mXpkz`mhw Dffh ആഫീസിലെ ക്ലാർക്ക് തൻ പതിവേടിൽ ചേർത്തു നടപടികൾ എടുക്കേണ്ടതും ഇൻസ്പെക്ടർ കൈകാര്യം ചെയ്യേണ്ടവ തപാൽ രജിസ്റ്റർ മുഖേന ബന്ധപ്പെട്ട യൂണിറ്റ

k l IcWhIp¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPnk{SmcpsS \nÀt±i § fpw

ഇൻസ്പെക്ടറുടെ ഒപ്പു വാങ്ങിയ ശേഷം കൊടുക്കേണ്ടതുമാകp¶p. X³]XntIhS എഴുതി സൂക്ഷിക്കേണ്ടതിന്റെ ചുമതല ക്ലാർക്കിനായിരിക്കും. ബന്ധപ്പെട്ട യൂണിറ്റ് C³ks] ISÀ/skbnÂ B^okÀ Xmsg]dbp¶ hnhc§Ä Adnb¯¡ വിധത്തിലുള്ള ഒരു രജിസ്റ്റർ കൃത്യമായി എഴുതി സൂക്ഷിക്കേണ്ടതാണ്.

{Ia \¼À	X]mÂ cPnkädnse {Ia \¼À	GsäSp¯ X]mense hnhcw Npcp¡¯nÂ	e`n¨ XobXn	dnt¸mÀ« നൽകേണ്ട XobXn	kzoIcn¨ \S]SnbpsS hnhcw Npcp¡¯nÂ	dnt¸mÀ« \Â Inb XobXn	H¸v
1	2	3	4	5	6	7	8

X]mens\ kw_Ôn¨ Ipdn¡pt¼mÄ kwL¯nsâ t]cpw hnj bhpw tcJs¸Sp¯ Ww. A knkäâ cPnk{SmdpsS {Ia \¼dpw Sn cPnkädnÂ രേഖപ്പെടുത്തേണ്ടതാണ്. ഈ രജിസ്റ്റർ അസിസ്റ്റന്റ് രജിസ്ട്രാർ മാസത്തിൽ ഒരു പ്രാവശ്യമെങ്കിലും പരിശോധിച്ച് തൃപ്തിപ്പെട്ടു സാക്ഷ്യപ്പെടുത്തേണ്ടതാണ്. പൊതു kz`mhapff tIkpIfnepw C³ks] ISÀamcpsS dnt¸mÀ« Bhiys¸«mÂ B വിവരവും ഇൻസ്പെക്ടർമാരുടെ രജിസ്റ്ററുകളിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. ജോയിന്റ് cPnk{SmÀamÀ kÀ¡nÄ Hm^okpIÄ kµÀin¡pt¼mgpw Cu cPnkädpIÄ പരിശോധിച്ച് അഭിപ്രായം രേഖപ്പെടുത്തേണ്ടതാണ്. 1990 നവംബർ മാസം 12 ാം തീയതി മുതൽ ഈ സർക്കുലറിലെ നിർദ്ദേശങ്ങൾക്ക് പ്രാബല്യമുണ്ടായിരിക്കും.

sI. sP. tXmak
k l IcWkwLw cPnk{SmÀ

No. V (1) 3123/91.

Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 9-2-1991

CIRCULAR No. 5/91

Sub: **Co-operative Department-No Objection Certificate for Passport - Submission - of application-Instructions-Regarding.**

Ref: **This Office Circular No.V (1) 11344/85 dated 27-2-83.**

k l IcW kÀ¡peÀ kam I mcw

In the circular cited, instructions were issued for the submission of applications for no objection certificate for obtaining passport. Now it has come to the notice that application for no objection certificate are being received in this office without scrutiny and verification by the Immediate Superior Officers and the Controlling Officers as to the applicants liabilities, bonded obligations against Government and the disciplinary proceedings, vigilance enquiry pending etc., against the applicants.

It is therefore directed that in future, the applications for no objection certificate shall be scrutinised by the Immediate Superior Officer as to the liabilities, bonded obligations, disciplinary proceedings etc., if any pending against the applicant and furnish the certificates prescribed in the application form.

The Controlling Officers viz., the Joint Registrars and Deputy Registrars (Audit) of the Districts, should forward the applications after a second scrutiny duly recommended for the issue of no Objection Certificate if they are fully satisfied that there is no objection in issuing such certificate.

The application form for No Objection Certificate modified is also appended.

K. J. Thomas

Encl: Proforma application form. **Registrar of Cooperative Societies**

Application for No Objection Certificate for Passport.

1. Name of the applicant
2. Designation and scale of pay
3. Purpose of visit outside India
4. Country/Countries proposed to be visited
5. Duration of the proposed visit/stay
6. Likely date of departure
7. The approximate expenses and source(s) of financing these expenses
8. Names and addresses of the friends/relatives whom he proposes to contact during his tour/stay
9. Whether any disciplinary proceedings are pending against the applicant
10. Whether he has any bonded obligations and if yes, details thereof.

Place

Date Signature of the applicant with designation and home address

k I IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff
cPn k{SmcpsS \nÀt±i § fpw

1. Certified that
   - (i) no bonded obligation/bonded obligation on account of
   - (ii) no liability/liability against Government on account of
   - (iii) no disciplinary proceedings or Vigilance enquiry is pending against the above applicant.

2. The issue of No Objection Certificate for passport is recommended/is not recommended/recommended subject to the condition that the liabilities on account of .... should be settled as per rules while applying for leave to go abroad.

Immediate	Signature	:
Superior	OfficerDate	:
A.R. (Gl.) / A.R.(A)	Name	:
A.R. (Adm.) etc.	Designation	:

Seal of the Office.

3. I have verified the concerned files and records personally. The issue of No Objection Certificate in respect of .... is recommended/not recommended.

Head of Office	Signature	:
Controlling Officer	Date	:
J.R./D.R.(A)/D.R. (Prl) etc.	Name	:
	Designation	:

Seal of the Office.

GOVERNMENT OF KERALA

No. 1495/A2/91/Coop.

Co-operation (A) Department
Thiruvananthapuram, 19-7-1991

From

The Commr.& Secretary to Government.

To

The Registrar of Co-operative Societies,
Thiruvananthapuram.

Sir,

Sub: **Co-operation Department-Exercise of powers under Kerala Civil Services (Classification Control and Appeal) Rules 1960 by the Officers working on other duty under Rule 156, Part I, K.S.Rs-Clarification sought for-Regarding.**

Ref : **Your letter No.V (1) 5274/91 dated 31-1-1991.**

With reference to your letter cited, I am to inform you that in view of Rule 13 (2a) of the K.C.S. (C.C&A) Rules, the immediate Superior Gazetted Officer or any other higher authority can impose the penalties stipulated therein, on the members of subordinate service, regardless of the nature of appointment of such authority.

Yours faithfully

P. G. Zacharias
Under Secretary
For Commr. & Secretary to Government

No.CP (5) 62279/91. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 20-1-1992

CIRCULAR No. 2/92

Sub : **Co-operative Societies rules (Kerala) 1969-Rule 176-rescinding of resolutions compliance with the principles of natural Justice-Regarding.**

Ref : **High Court Judgement in O.P. No. 768/89 date 6-9-91.**

In the judgement cited, the Hon. High Court of Kerala had observed that rescinding of resolutions without proper notice to all affected parties is violative of the principles of natural justice. Before passing an order under Rule 176 of Kerala Co-operative Societies Rules, it is directed to issue notice to affected parties and give them reasonable opportunity to show-cause against the proposed action, if the order is to be not liable to be quashed on the ground of violation of the principles of natural justice. All the joint Registrars are therefore instructed to comply with the direction of the High Court while initiating action under Rule 176 of the Kerala Co-operative Societies Rules.

Receipt of this circular should be acknowledged.

K. Shamsuddin
Additional Registrar (Credit)

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff
cPn k {SmcpsS \nÀt±i § fpw

<u>Most immediate</u>

No.PT (1) 49257/91. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 21-2-1992

CIRCULAR No. 11/92

Sub : **Deputation of departmental officers for various training programmes-Non participation by the officers-Instructions issued.**

It has come to the notice of the undersigned that some of the departmental officers deputed for participation in various training programmes organised by Institute of Management in Government and Institute of Co-operative Management are evading such programmes on one pretext or other. Illness of the members of the family and ill-health of the officer himself are very often cited as reasons for not attending the programmes. In fact, their non participation creates hurdles in the smooth execution of the training programmes by the Institutes. Moreover since the inability of the officers to participate in the training programmes is reported only after the commencement of the programme, very often it becomes impossible to substitute another officer in his place so that the required strength of the programme could be maintained and any short fall in the number of officers of the department to be trained could be averted. Training to the officers should be a must and it should be continuous through out the service of the officer enabling him to equip himself better in serving the people. It also gives him the modern trends in the field in which he is working and provides him with better know-how and practical experience.

2. One of the major benefits attributed to any training programme is the opportunity offered to the trainees for interaction between themselves. This interaction helps them to resolve problems quickly and efficiently.

3. Officers of this department are now deputed for only short-term programmes of say a maximum of 14 days duration at the Institute of Management in Government and at the Institute of Co-operative Management, Thiruvananthapuram. Deputation for training outside the State has been banned by Government as a measure of economy. In the circumstances, there is no cause for any difficulty in attending the short-term programmes; conducted inside the state and as such non-participation in programmes on one pretext or other does not deserve any justification.

4. All the officers of the department are therefore requested to promptly attend the training programmes for which they are deputed. In future, failure by any officer to attend a training programme which he is deputed will be viewed very seriously and disciplinary action taken against him.

5. The Joint Registrars/Deputy Registrars (Audit)/Deputy Registrar-Principals are requested to bring the contents of this circular to the notice of subordinates.

V. S. Senthil
Registrar of Co-operative Societies

GOVERNMENT OF KERALA
GENERAL ADMINISTRATION (SC) DEPARTMENT

CIRCULAR

No. 182/SC/92/GAD. Trivandrum, 15th July, 1992

Sub: **Public Functions organised by Government Departments/Public undertakings-Courtesies to be extended to MPs/MLAs-Revised instructions-issued.**

Ref: **i) Government Circular No. 138/SC/82/GA (SC) dated 6-12-1982.**

ii) Government Circular No. 60/SC/85/GA (SC) dated 29-6-1985.

iii) Government Circular No. 58/SC/88/GA (SC) dated 23-6-1988.

iv) Government Circular No. 72/SC/91/GA (SC) dated 28-10-1991.

In partial modification of the instructions already issued on the courtesies to be extended to MPs/MLAs in Public functions arranged by Government Departments/Public Undertakings, it is hereby clarified that MPs are to be given precedence in Central Government functions while the MLAs to be given precedence in State Government functions.

The Circulars cited are modified to this extent.

S. Padmakumar
Chief Secretary to Government

k l IcWh Ip¸p Poh\ ¡ mcyhpw Poh\ ¡ mÀ ¡ pff cPn k {SmcpsS \nÀt± i § fpw

t Icf kÀ ¡ mÀ

t]gt kmWÂ B â A Uan\n k t{Säoh dnt ^mw k (A Ussh k þ kn) Un¸mÀ«psaâ

\ ¼À 1721/ k n.3/93 D.`.].h. Xncph \ ´]pcw, 1993 s ^{_ phcn 18

kÀ ¡ peÀ

hn j bw: **P\{]Xn\n[n I Ä ¡ adp]Sn \Â I p¶ Xp kw_ Ôn¨.**

kqN\: **1. 30þ6þ1975 se 134160/ F k.Un.3/74/]n.Un. \¼À kÀ ¡ peÀ**

2. 24þ7þ1985 se 66128/ F k.Un.3/85 Pn.F.Un. \¼À kÀ ¡ peÀ

3. 25þ4þ1988 se 4416/D] tZ i þ k n.3/88/D.`.].h. \¼À kÀ ¡ peÀ

4. 14þ10þ1988se 14958/D] tZ i þ k n.3/88/D.`.].h. \¼À kÀ ¡ peÀ

Fw.]n.amcnÂ \n¶pw, Fw.F Â.F.amcnÂ \n¶pw e`n í p¶ \nthZ\ § Ä എത്രയും പെട്ടെന്ന് തീർപ്പാക്കേണ്ടതിന്റെ ആവശ്യകത സംബന്ധിച്ചും അവർക്ക് മറുപടി നൽകുന്നത് സംബന്ധിച്ചും വേണ്ട മാർഗ്ഗനിർദ്ദേശങ്ങൾ മുകളിൽ പരാമർശിച്ചിട്ടുള്ള സർക്കുലറുകൾ പ്രകാരം പുറപ്പെടുവിച്ചിട്ടുണ്ട്. എന്നാൽ ജനപ്രതിനിധികളിൽ നിന്നും e`n ¡ p¶ \nthZ\ § Ä ¡ AÀ l amb]cnKW\ e`n ¡ p¶nsÃ¶pw h Ip¸ ²y£ ³ amÀ apXemb hÀ At\z j Ww \S¯n FSp ¡ p¶ Xocpam\w _ Ôs¸« Fw.F Â.F.sb Adnbn ¡ mdnsÃ¶papf f h k XpX നിയമസഭാസമ്മേളനത്തിൽ ഉൾപ്പെടെ പലപ്പോഴും ചൂണ്ടിക്കാണിക്കപ്പെട്ടിട്ടുണ്ട്. ഈ kml Ncy¯nÂ C¡mcy¯nÂ \nehnepff \nÀt±i § Ä Xmsg]dbp¶ \nÀt±i § Ä DÄs¸sS IÀi\ambn]men¡phm³ Kh¬saâ sk{I«dnamcpw വകുപ്പദ്ധ്യക്ഷൻമാരും പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

apJya{´n/hIp¸p a{´nbnÂ \n¶pw XmÂ¡menI adp]Sntbmsp I qSn sk{I«dntbäÂse hnhn[hIp¸pIfnÂ e`n¡p¶ Fw.]n./Fw.F Â.F.amcpsS ആമുഖ കത്തുള്ള നിവേദനങ്ങൾ/അപേക്ഷകൾ യഥാർത്ഥത്തിൽ പരിശോധിക്കേണ്ട sk £ \nÂ F¯nbmepS³ AXnsâ \¼À ssIImcyw sN¿p¶ sk £ ³, വകുപ്പ് എന്നിവ വ്യക്തമാക്കിക്കൊണ്ടും അതിൻമേൽ വകുപ്പു തലവന്റേയോ ജില്ലാ I f IädptStbm ]n.F k.kn. sk{I«dnbptStbm A`n{]mb § Ä/dnt¸mÀ«p I Ä ആരായുന്നുണ്ടെന്നും, അഥവാ അപേക്ഷയുടെ അനന്തര നടപടി ജില്ലാ കളക്ടറോ, വകുപ്പ് തലവനോ, പി.എസ്.സി.സെക്രട്ടറിയോ ആണ് എടുക്കേണ്ടതെങ്കിൽ അവ അവർക്ക് കൈമാറ്റം ചെയ്യുന്നുണ്ടെന്ന് കാണിച്ചു കൊണ്ടുള്ള നടപടി അയയ്ക്കണം. \S]Sn]qÀ¯nbmbmepS³ Ahsb kw_Ôn¨pff]qÀ® hnhcw

k l IcW kÀ¡peÀ kamImcw

Fw.]n.amtcbpw Fw.FÂ.F.amtcbpw Adnbn¡Ww. hIp¸ A²y£³amÀ At\zjWw \S¯n FSp¡p¶ Xocpam\w \S]Sn]qÀ¯nbmbmepS³ Fw.]n/ എം.എൽ.എ.യെ നേരിട്ട് അറിയിക്കേണ്ടതാണ്.

\nÀt±i§Ä]men¡p¶XnÂ bmsXmcp hogNbpw hcp¯cpsX¶pw hogN hcp¯p¶ hÀs¡Xnsc IÀi\amb \S]SnIÄ kzoIcn¡p¶XmsW¶pw Adnbn¡p¶p.

]n. j¬apJ kpµcw
I½ojWÀ B â sk{I«dn

GOVERNMENT OF KERALA
LAW (INSPECTION WING) DEPARTMENT

No. 9448/B3/93/Law. Thiruvananthapuram, 29-7-1993

CIRCULAR

Sub: **Delay in complying court orders-contempt of Court Cases-Further instructions-regarding.**

Ref: **Government circular No.17071/B3/92/Law dated 22-12-1992.**

It has been brought to the notice of Government that the number of contempt of court cases in the High Court alleging violation of court orders is increasing. Instances where extension of time is sought after filing of contempt of court case have also been noticed.

The main reason for the increase in the number of such cases, is the delay on the part of the officers in taking action on court directions within the stipulated time.

Since such instances badly reflect on the Government, in the circular cited, instructions were given to observe strictly the time limit in taking action on court directions. In continuation, the following instructions are also issued for strict compliance.

1. Once the order of the court has become final, the officers concerned should implement it within the stipulated time.
2. In cases where it is found not possible to do so due to any reason a responsible officer should go over to the Advocate Generals office to file affidavit and petition for extension of time at least a week before the time limit expires.

k l IcWh Ip¸p Poh\¡mcyhpw Poh\¡mÀ¡pff cPn k{SmcpsS \nÀt±i §fpw

3. In order to watch the implementation of the court directions in every section of the office/Department a separate register should be maintained showing the following details:

a. Number of the OPs and gist of Court order to be implemented.

b. Date of receipt of the order

c. Date on which time limit expires.

d. Date on which petition for extension of time filed.

e. Date on which extension of time, if any granted, expires.

f. Date on which the order of the court implemented.

g. No&date of the appeal/review/revision if any filed, and gist of the order.

h. Date of receipt of the final order of the court.

i. Date of expiry of the time limit in the final order.

j. Whether moved for further extension of time, if so, date on which affidavit filed.

k. Whether extension of time granted, if so date on which time limit expires.

l. Date on which final orders of the court are implemented. The Supervisory officer designated by the Head of the Office shall verify this register frequently, at least once in a fortnight, and shall satisfy himself that prompt action is taken with regard to the orders of the court and any possibility of contempt of court proceedings is avoided.

Failure to comply with the above instructions will be viewed seriously.

K. V. Rabindran Nair
Chief Secretary

\¼À F.Un.FÂ.(4) 8946/93.

k l IcW kwLw cPn k{Smdm^o k,
Xncph\´]pcw, 22þ9þ1993

kÀ¡peÀ 61/93

hnjbw: **sl.F k.BÀ.`mKw 156 mw N«w {]Imcw \nban¨n«pff {]mYanI ImÀjnI hnI k_m¦pIfnse {Kq¸ ks]jÂ skbnÂ B^okÀamcpsS B kIYm\w kw_Ôn¨v.**

kqN\: **24þ2þ93 se tIcf kwkYm\ k l IcW ImÀjnI {Kma hnI k_m¦nse A Uoj WÂ cPn k{SmÀ/ks]jÂ Hm^okdpsS I¯v.**

k l IcW kÀ¡peÀ kamImcw

FdWWmIpf¯p h¨ 24þ7þ92Â IqSnb {]mYanI ImÀjnI hnIk\ _m¦pIfpsS AknkäâcPn k{SmÀ/hmeypth j³ B^okd³amcpsS kt½f\¯nse A`n{]mb¯nsâ shfn¨¯nÂ sI.F k.BÀ. 156 mw N«w A\pkcn¨, {]mYanI ImÀjnI hnIk\ _m¦pIfnÂ \nban¨n«pff {Kq¸ sk bnÂ B^okÀamcpsS B kYm\w \niNbn¡p¶X kw_Ôn¨ Xmsg]dbp¶ \nÀt±i §Ä]pds¸Sphn¡p¶p.

{]mYanI ImÀjnI hnIk\ _m¦pIÄ¡mbn A\phZn¨n«pff {Kq¸ ks] j Â B^okÀamcpsS B kYm\w{] kXpX{Kq¸ GXp kYm]\¯nsâ t]cnemtWm A\phZn¨ncn¡p¶X B kYm]\ambncn¡pw. {] kXpX kYm]\¯nse AknkäâcPn k{SmÀ/hmeypth j³ B^okÀ Sn {Kq¸ sk bnem^okdpsS{] hÀ¯\w hnebncp¯p¶XpamW.

hn. F k. sk ´nÂ
k l IcW kwLw cPn k{SmÀ

\¼À C.F.(4) 31101/93(1)

k l IcW kwLw cPn k{Smdm^ok,
Xncph\´]pcw 20þ4þ1994

kÀ¡peÀ \¼À 16/94

hnjbw: **k l IcW hIp¸ F kämȨnjsaâ þsU]}t«j³þ sU]}t«j³ hyhkYbnÂ k l IcW kYm]\§fnÂ tkh\a\pjTn¡p¶ k l IcW hIp¸nse DtZymKkY³amÀ പ്രസ്തുത കാലയളവിൽ അടക്കേണ്ട പ്രോവിഡന്റ് ഫണ്ട് {]Xnamk hnlnXhpw Sn C\¯nepff hmb]m Xncn¨S¡Â {]Xnamk hnlnXhpw bYm kabw AS¡p¶Xp kw_Ôn¨.**

kqN\: **22þ7þ93se]n.F ^.27/VII /93–94/234 നമ്പറിലെ അക്കൗണ്ടന്റ് P\densâ I¯.**

tIcf kÀhokN« §fnse 144 mw N«{]Imcw k l IcW kYm]\§fnÂ sU]}t«j³ hyhkYbnÂ tPmen t\m¡p¶ k l IcW hIp¸nse ഉദ്യോഗസ്ഥൻമാർ അവരവരുടെ പ്രോവിഡന്റ് ഫണ്ട് പ്രതിമാസ വരിസംഖ്യ, പ്രോവിഡന്റ് ഫണ്ട് വായ്പാ പ്രതിമാസ റിക്കവറി തുക എന്നിവ കൃത്യമായി ശമ്പളത്തിൽ നിന്നും പിടിച്ച് അടക്കുന്നില്ലെന്ന സംഗതി കേരള അക്കൗണ്ടന്റ് ജനറൽ (G. Bâ C) kqN\ I¯{]Imcw Àdnbn¨ncn¡p¶p.

Sn kmINcy¯nÂ k l IcW hIp¸nÂ \n¶pw sU]}t«j³ hyhkYbnÂ tkh\w A\pjTn¡p¶ DtZymKkY³amÀ AhchcpsS പ്രോവിഡന്റ് ഫണ്ട് പ്രതിമാസ വരിസംഖ്യയും പ്രോവിഡന്റ് ഫണ്ട

k l IcWhIp¸p Poh\ ¡mcyhpw Poh\ ¡mÀ¡pff cPn k{SmcpsS \nÀt±i §fpw

hmb]mXncn¨S¡epw IrXyambn i¼f¯nÂ \n¶pw dn¡hdn \S¯n bYmkabw _Ôs¸« {Sj dnbnÂ \niNnX ioÀjI¯nÂ AS¨ sNÃm³ രശീതിന്റെ പകർപ്പ് അക്കൗണ്ടന്റ് ജനറലിന്റെ ആഫീസിൽ അയച്ചു കൊടുക്കേണ്ടതാണ്. വിദേശ സേവനത്തിൽ ജോലി നോക്കുന്ന ഉദ്യോഗസ്ഥൻമാർ Hmtcm amk hpw t{]mhnU â ഫണ്ട hcn kwJybmbpw hmb]m Xncn¨S¡embpw FÂ.sF.kn., F^. _n.Fk. F¶nhbptSbpw aäp hmb]m Xncn¨S¡epIfptSbpw {Sj dnbnÂ AS¨X kw_Ôn¨pff hnhc§Ä CtXmsSm¸w tNÀ¯n«pff s{]mt^mÀabnÂ _Ôs¸« PnÃm tPmbnâ രജിസ്ട്രാറെ അറിയിക്കേണ്ടതാണ്. അടുത്ത മാസത്തെ ബില്ല് കൊടുക്കുമ്പോൾ മുൻ മാസത്തിൽ മേൽ വിവരിച്ച എല്ലാ റിക്കവറികളും കുറക്കലും നടത്തിയിട്ടുണ്ടെന്നതിന് സർട്ടിഫിക്കറ്റും ടി ബില്ലുകളിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. പ്രോവിഡന്റ് ഫണ്ട് hcnkwJy, hmb]mdn¡hdn F¶nh IrXyambn]nSn¡msX i¼fw hm§p¶X KpcpXcamb hogNbmW.

AXn\mÂ hntZi tkh\ hyhkYbnÂ tPmen t\m¡p¶ FÃm ജീവനക്കാരും മേൽ നിർദ്ദേശങ്ങൾ കൃത്യമായി പാലിക്കേണ്ടതാണ്. ഇക്കാര്യത്തിൽ Fs´¦nepw hogN hcp¯p¶ hÀ¡ FXncmbn tIcf knhnÂ kÀhok (Xcw Xncn¡epw \nb{´Whpw A¸oepw) N«§Ä{] Imcapff in£W \S]SnIÄ kzoIcn¡p¶XmW.

FÃm PnÃm tPmbnâ cPnk{SmÀamcpw Sn \nÀt±i§Ä _Ôs¸«hcpsS ശ്രദ്ധയിൽ പെടുത്തേണ്ടതും വിദേശ സേവനത്തിൽ സഹകരണ സ്ഥാപനങ്ങളിൽ tPmen t\m¡p¶ k l IcW hIp¸nse Poh\¡mÀ{] kXpX \nÀt±i§Ä പാലിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

hn. F k. sk´nÂ
k l IcW kwLw cPnk{SmÀ

tIcf kÀhokN« § fnse 144 mw hIp¸ {] Imcw hnttZi tkh\¯nÂ....................................... kIIcW kYm]\¯nÂ
....XkXnIbnÂ tPmen t\m¡p¶ {io...sS...................................

മാസത്തിലെ പ്രോവിഡന്റ് ഫണ്ട് വരിസംഖ്യ വായ്പ എന്നിവ ട്രഷറിയിൽ അടച്ചതു സംബന്ധിച്ച റിപ്പോർട്ട്.

{Ia \¼À	kIIcW kYm]\¯nsâ t]cpw hnttZi tkh\¯nÂ tPmen t\m¡p¶ hyIXnIfpsS t]cpw XkXnIbpw	amkw	i¼fhpw Aeh³kpIfpw sam¯w XpI	പ്രോവിഡന്റ് ഫണ്ട് വരിസംഖ്യതുക	t(പ്രോവിഡന്റ് ഫണ്ട് hmb]mXnc¨Sh XpI	BsI cq]	t{]mhnUâ XpI {Sjdnbnð AS¨ hnhcw			sNÃm³ cioXnsâ]IÀ¸ F.Pn¡ Ab¨ XobXn	aäp hmb]IÄ Xncn¨S¡Â			aäp XpIIÄ			14pmw tIm^f¯nse XpI {Sjdnbnð AS¨ hnhcw	15,16 F¶o tIm^f§fnse XpI AS¨ hnhc§Ä
							sNÃm³ ckoX \¼À XobXn	XpI cq.	Sjdnbps t]c		sI«nS hmb] XpI	hml\ hmb] XpI	BsI	FÂ.sF.kn.amk hcn XpI	F^._n.F k.am k hcn XpI	BsI		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

DtZymK kYsâ t]cpw H¸pw XobXnbpw
kIIcW kYm]\¯nsâ t]c

k l IcWhIp¸p Poh\ ¡mcyhpw Poh\ ¡mÀ¡pff cPn k {SmcpsS \nÀt±i § fpw

GOVERNMENT OF KERALA

Abstract

Ban on payment of deputation allowance-extension of orders issued.

G.O. (P) No. 409/94/Fin. Thiruvananthapuram, 28-6-1994

FINANCE (SECRET) DEPARTMENT

Read: **1. G.O. (P) No. 366/92/Fin. Dated 15-4-1992.**

2. G. O. (P) No. 374/93/Fin. Dated 25-6-1993.

ORDER

In continuation of Government orders read above, Government Order that no deputation allowance will be paid to Government Servants on deputation until further orders.

By Order of the Governor
F. Joseph
Joint Secretary

\¼À hn.(1) 42653/95 k l IcW kwLw cPn k {Smdm^o k ,
Xncph\ ´]pcw, 27þ12þ95

kÀ¡peÀ \¼À 34/95

hn j bw: **k l IcW h Ip¸:t Icf kÀhok N« § fnse N«w 144 {] Imcw sU]}t« j ³ hyh kYbnÂ \nban¨n«pff DtZymK k Y ³ amcpsS t_mWÊ kw_ Ôn¨.**

kqN\: 1. **cPn k {SmdpsS 16þ5þ94 se 12/94 mw \¼À I ¯ .**

2. **cPn k {SmdpsS 3þ2þ95 se hn.(1) 33390/94 \¼À I ¯ .**

3. **kÀ¡mcnsâ 4þ11þ95 se 10594/ F.3/94 k I: \¼À I ¯ .**

H¶mw kqN\ kÀ¡peÀ {] Imcw sU]}t« j ³ hyh k YbnÂ tPmen sN¿p¶ k l IcW h Ip¸nse DtZymK k YÀ¡ ImemIme § fnÂ kÀ¡mÀ DtZymK k YÀ¡ /A \phZn¡p¶ \nc¡nepff t_mWÊn\pam{Xta AÀ I Xbpffq എന്ന് ഉത്തരവായിട്ടുണ്ടായിരുന്നു. ഇതു സംബന്ധിച്ച് നിരവധി പരാതികൾ ഈ

k I IcW kÀ¡peÀ kam I mcW

B ^okn Â e`n¨Xnsâ ASn k Ym\ ¯ nÂ sU ] }t« j ³ hyh k Ybn Â tPmen t\m ¡ p¶ kÀ ¡ mÀ DtZymK k YÀ ¡ t \_mWÊ \Â I p¶ X kw\_ Ôn¨pf f മാർഗ്ഗനിർദ്ദേശങ്ങൾക്കായി സർക്കാരിലേക്ക് എഴുതിയിട്ടുണ്ടായിരുന്നു. പെൻഷൻ അനുവദിക്കുന്നതിനായി ബാദ്ധ്യതാ രഹിത സർട്ടിഫിക്കറ്റ് അയച്ചു കൊടുക്കേണ്ടി hcp¶ k µÀ`ങ്ങളിൽ സർക്കാരിൽ നിന്നും ഇതു സംബന്ധിച്ച് ഉണ്ടാകുന്ന ഉത്തരവിന്റെ അടിസ്ഥാനത്തിൽ അധിക തുക തിരിച്ചടക്കേണ്ടി വന്നാൽ ആയതു Xncn¨S¨ps I mf fmw F ¶pf f Hcp k XyhmMaqew _ Ôs¸« DtZymK k Y\n Â നിന്നും എഴുതി വാങ്ങിയിട്ട് സർട്ടിഫിക്കറ്റ് നൽകിയാൽ മതിയാകും എന്ന് രണ്ടാം സൂചന കത്തു പ്രകാരം നിർദ്ദേശിച്ചിട്ടുണ്ടായിരുന്നു.

I mem I me § f Â kÀ ¡ mÀ DtZymK k YÀ ¡ A \phZn ¡ p¶ \nc ¡ nepf f t _mWÊn\ am{Xta sU] }t« j ³ hyh k Y bn Â tPmen sN¿p¶ DtZymK k YÀ ¡ p AÀ I Xbpf fqsb ¶pw A [n I w ss I ¸änb Xp I _ Ôs¸« ഉദ്യോഗസ്ഥരിൽ നിന്നും തിരിച്ചു പിടിക്കുന്നതിന് വേണ്ട നടപടികൾ കൈക്കൊള്ളേണ്ടതാണെന്നും മൂന്നാം സൂചന കത്തു പ്രകാരം സർക്കാർ Adnbn¨ncn ¡ p¶p.

Cu km I Ncy ¯ nÂ kÀ ¡ mÀ D ¯ chp I Ä ¡ hncp ² ambn t _mWÊn\ ¯ nÂ A [n I w Xp I ss I ¸änbn«pf f k I IcW h I p¸nse DtZymK k YÀ{] k XpX Xp I DS³ Xs¶ _ Ôs¸« k Ym] \ ¯ nÂ Xncn¨S¨ രശീത് വാങ്ങി ബന്ധപ്പെട്ട ജോയിന്റ് രജിസ്ട്രാർക്ക് അയച്ചു കൊടുക്കേണ്ടതാണ്. hntZi t k h \ hyh k Ybn Â DtZymK k YÀ tPmen t\m ¡ nbncp¶ k Ym] \ § fnÂ \n¶pw _m²yXm c I nX kÀ«n^n ¡ ä I mPcm ¡ pt¼mÄ Sn kÀ«n^n ¡ änÂ _ Ôs¸« DtZymK k YÀ tPmen t\m ¡ nbncp¶ I me b f hnÂ, Kh¬saâ D ¯ chn\p hncp ² ambn]cn[nbnÂ I hn ª Xp I t _mWÊ ഇനത്തിൽ കൈപ്പറ്റിയിട്ടില്ലെന്നും കൈപ്പറ്റിയിട്ടുണ്ടെങ്കിൽ അധിക തുക തിരിച്ചടച്ചിട്ടുണ്ടെന്നും (രശീത് നമ്പർ,തുക, തീയതി) കൂടി എഴുതി വാങ്ങേണ്ടതാണ്.

രണ്ടാം സൂചിക കത്തിൽ നിർദ്ദേശിച്ചിരുന്ന പ്രകാരം സത്യവാങ്മൂലം നൽകി s] ³ j ³ B \p I qey § Ä ss I ¸änb DtZymK k YcnÂ \n¶pw t _mWÊ C\ ¯ nÂ A [n I w ss I ¸änb Xp I CuSm ¡ m\pf f \S]Sn _ Ôs¸« ഉദ്യോഗസ്ഥർ അടിയന്തിരമായി സ്വീകരിക്കേണ്ടതാണ്.

Cu kÀ ¡ pedns e \nÀt±i § Ä k I IcW h I p¸nse FÃm ഉദ്യോഗസ്ഥരും കർശനമായി പാലിക്കേണ്ടതാണ്. ഇതിനു വിരുദ്ധമായി {] hÀ ¯ n ¡ p¶ DtZymK k YcpsS taÂ IÀi \ \S]Sn ss I s ¡ mf fp¶XmW.

k I IcW kwLw cPn k{SmÀ

k l IcWh Ip¸p Poh\ ¡ mcyhpw Poh\ ¡ mÀ ¡ pff cPn k{SmcpsS \nÀt±i § fpw

\¼À C. F w.(3) 44676/97 k l IcW kwLw cPn k{Smdm^o k,
Xncph \ ´]pcw, 9þ3þ98

kÀ ¡ peÀ \¼À 8/98

hn j bw: **k l IcWwþA t] £ I Ä Xocpam\ § Ä DffS ¡ § Äþ F ¶nh]cnt i m[n ¡ p¶ Xpw km £ ys¸Sp¯ p¶ Xpw þ h I p¸ DtZymKkY³amcpsS A ew`mhwþ \nÀt±i § Ä]pds¸Sphn í p¶ X kw_ Ôn¨v.**

kqN\:

k l IcW kwLw cPn k{SmdpsS B ^okn te ¡ A b ¡ p¶ A t] £ I Ä Xocpam\ ] I À¸ DffS ¡ § Ä F ¶nh bnÂ _ Ôs¸« bqWnä C³ ks] I SÀ, A k n k äâ cPn k{SmÀamÀ, tPmbnâ cPn k{SmÀamÀ F ¶nhÀ പരിശോധിച്ചുവെന്ന് രേഖപ്പെടുത്താറുണ്ടെങ്കിലും ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാർ]cnt i m[n ¡ msXbmW C{] I mcw tcJs¸Sp¯ n Cu B ^o k nte í സമർപ്പിക്കുന്നതെന്ന് ശ്രദ്ധയിൽ പെട്ടിട്ടുണ്ട്. താലൂക്ക് തല ഓഫീസുകളിലെ _ Ôs¸« bqWnä C³ k s] I SÀamcpw A k n k äâ cPn k{SmÀamcpw h fsc \ncp¯ chmZ] cambmW C ¡ mcyw ss I I mcyw sN¿p¶ sX ¶ pw കണ്ടെത്തിയിട്ടുണ്ട്. ഈ ഓഫീസിൽ കൈകാര്യം ചെയ്യുന്ന ഫയലുകളിൽ തീരുമാനം ss I s ¡ mf fp¶ X _ Ôs¸« bqWnä C³ k s] I SÀ, A k n k äâ cPn k{SmÀamÀ, tPmbnâ cPn k{SmÀamÀ F ¶nhcpsS km £ ys¸Sp¯ ep I fpw i q]mÀ i bpw IqSn I W ¡ nseSp¯ msW ¶ pw, i cnbmbn]cnt i m[n ¡ msX Cu Hm^okn te ¡ kaÀ¸n ¡ p¶ tcJ I fpsS ASn k Ym\ ¯ nÂ D¯ chpI Ä]pds¸Sphn ¡ pI bpw Xocpam\ § Ä ss I s ¡ mf fpI bpw sN¿p¶ X I og Hm^okpI fnÂ \n¶ sXämbn ശുപാർശ ചെയ്തതിന്റെ അടിസ്ഥാനത്തിലാണ്, ടി ഉത്തരവുകൾ പുറപ്പെടുവിക്കേണ്ടി വന്നതെന്നും തീരുമാനങ്ങൾ കൈക്കൊള്ളേണ്ടി വന്നതെന്നും പിന്നീട് പരിശോധനയിൽ കണ്ടെത്തുകയും ചെയ്താൽ, ആയതിന് ഉത്തരവാദികളായ DtZymKkY³amcpsS t] cnÂ I À i \ \S] SnIÄ kzoIcn ¡ p¶ XmsW ¶ pw Adnbn ¡ p¶ p. k l IcW kwLw cPn k{SmÀ Hm^okn te ¡ A b ¡ p¶ tcJ I fpw, DffS ¡ § fpw bYmtbmKyw]cnt i m[n¨ Xn\p t i j amW Cu Hm^okn te ¡ A b ¡ p¶ sX ¶ _ Ôs¸« DtZymKkY³amÀ Dd¸p വരുത്തേണ്ടതും, അവരവരുടെ നിയന്ത്രണത്തിലുള്ള ഉദ്യോഗസ്ഥൻമാർ ഇക്കാര്യം ശരിയായി പാലിക്കുന്നുണ്ടെന്നും ഉറപ്പു വരുത്തേണ്ടതാണ്.

joem tXmak sF. F. F k.
k l IcW kwLw cPn k{SmÀ

k l lcW kÀ ¡ peÀ kam lmcw

No.ADL (4) 12299/98. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 28-03-98

CIRCULAR No. 9/98

Sub: **Creation and continuance of posts under Rule 156 Part I .K.S.R. and recovery of cost there of Instructions issued.**

Ref: **Circular No.11/85 dated 27/2/85 of Registrar of Co-operative Societies.**

As per reference cited detailed instructions were issued for the formulation of proposals for creation/continuance of posts under Rule 156 Part I K.S.R. But many of the proposals received from the Joint Registrar/Deputy Registrar are not in accordance with the instructions contained in the above Circular especially with regard to time schedule. Further all the required are also not provided. Hence this office found it difficult to accord sanction or recommend the proposals to Government. Therefore the following instructions are issued for strict compliance of all concerned.

1. In the case of creation/continuance of posts under Rule 156 part I K.S.R. separate proposals for each post should be forwarded.
2. In the proposals of creation of a post/realignment of existing groups by drafting societies from the unit, the supporting details as per the proforma prescribed as Appendix-I should be invariably furnished.
3. In the proposals for upgradation of a particular post justification for the same should be reported in detail.
4. In all the proposals sufficient details regarding financial assistance from Government to the societies should be furnished.
5. In the case of proposals for reorganisation/realignment/the fact of the remaining societies in each group should also be reported instead of sending piecemeal proposals later on for the continuance/re-grouping of the remaining societies with other groups.
6. In the proposals for continuance of existing posts, proposals for the realignment of groups reorganisation of groups/upgradation of posts should not be mingled.
7. A Certificate (Appendix II) to the effect that cost of the post for each quarter has been remitted in advance by the institution/institutions before

the commencement of the quarter, is also to be forwarded along with the proposal. The first quarter will begin from the date of assumption of charge/the date of further continuance of the cost and the subsequent quarters will follow till the date of expiry of the post. Advance collection of cost is to be made before the beginning of each quarter.

For E.g.: If a post is beginning from 15th APRIL of a year and expiring on 14th April of next year, the first demand for a quarter will be for the period from 15th April to 14th July and so on. Particulars of remittance of cost should also be furnished with the proposal. It is imperative that advance collection of three months cost should be made before submitting the proposal for continuance or before the officer assumes charge in a newly created post.

8. All proposals for continuance of posts shall be accompanied by a review (model form given in Appendix.III) of the work done by the Auditor/ Special Sale Officer. In the review report, the Deputy Registrar/Joint Registrar should specifically state whether the work of the Concurrent Auditor/Special Sale Officer is satisfactory or not.

9. Proposals for continuance of posts under Rule 156 Part I K.S.R. shall reach this office at least two months before the expiry date of the post. In the case of gazetted posts for which Government sanction is required the proposal should reach the Registrar's Office at least three months before the date of expiry of the sanction for the post. This time schedule should be strictly followed. No Auditor/Special Sale Officer should be allowed to continue in the post under any circumstance without continuance sanction.

10. The resolution of the society/Societies requiring for creation/continuance of the post of auditors/Special Sale Officers should contain all the required details. A specimen form is indicated in Appendix IV for guidance. The period of said extension of the post requested for, and the designation of the posts should be clearly stated in the resolution.

11. Proforma details as required in Appendix V may also be forwarded by the Deputy Registrar (Audit) Joint Registrars concerned along with each proposal.

Sd/-
Registrar of Co-operative Societies

APPENDIX – I

Existing group for which regrouping is required						Proposed groups after realignment of Societies								Auditable Societies in the units of or the Society/Societies are included in the Concurrent Audit.			
Sl.No.	Name of the group and the Societies in the Group	Designation of the post	Order in which last sanction accorded	Date of expiry of the post	Date upto which the cost has been remitted	Sl.No.	Name of the Group and the Societies in the group	Designation of the post proposed	Working capital of each Society	Sales turnover	No. of receipt/vouchers	No. of branches if any	Brief discription regarding working of each Society (Separately)	Audit position	Justification of the relignment proposed	No. of Societies in Unit audit.	Total No. of audit pending in the unit.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

APPENDIX II

CERTIFICATE

Certified that the cost in respect of the post of .... Auditor/Inspector in the .... Society/Bank/Group, sanctioned as per Proceedings No .... of the Registrar of Co-op: Societies has been remitted upto............................

Place
Date. **Deputy Registrar/Joint Registrar**

APPENDIX III

Review of the work of the Special Sale Officer

During the sanctioned period the Special Sale Officer has disposed off ....Execution cases amounting to Rs....................................... And .... Arbitration cases amounting to Rs ....The work of the Special Sale Officer is in progress as per the approved programme. The work of the Special Sale Officer during the sanctioned period is satisfactory.

Joint Registrar of Co-operative Societies

APPENDIX IV

Resolution No................................. Dated: ....

Resolved to apply to the Registrar of Co-operative Societies, Trivandrum, through the Deputy Registrar of Co-operative Societies/Joint Registrar of Co-operative Societies to place at the disposal of the .... Ltd. No. .... the full/portion of service of a .... Auditor/Inspector of Co-operative Societies for a period of .... from............................ to .... /the date of assumption of charge, for audit of accounts of the .... Sale work subject to the condition that the Bank will pay to the Government the full/proportionate cost of the Officer, as contemplated in Rule 156 Part I KSR. The Bank agrees to pay the cost covered by medical, educational and other concessions admissible to the officers in accordance with the orders from time to time and also to remit, the cost in advance as required by the department.

Sd/-	Sd/-
President	Secretary

APPENDIX V

PROPOSAL FOR CONTINUANCE OF POSTS UNDER RULE 156, PART I K.S.R.

1. Proposing office and District
2. Ref.No. and date of the Deputy Registrar (Audit)
3. Designation of the post of Concurrent Auditor.
4. Whether single or group:
5. Name of group with names of other Societies
   i)
   ii)
   iii)
   iv)
6. Order No. and date in which last sanction was accorded:
7. Date of expiry of the post as per the order:
8. If the Auditor/SSO has continued beyond sanctioned period, justification, if any given by the Deputy Registrar (Audit)/Joint Registrar:
9. Deletion/addition and substitution of societies from the group and reasons for the same.
10. Whether proper resolution has been received from the society (No & Date):
11. Period upto which continuance sanctions requested now:
12. Period upto which cost is remitted:
13. Audit Position of each society:

Name of Society	Year upto which audit certificate issued	Year of audit completed	Year and audit now conducted
1	2	3	4

14. Whether review report has been forwarded to the Registrar of Co-op: Societies and if so upto which period:
15. Justification for continuance of the post:

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k{SmcpsS \nÀt±i § fpw

\¼À Fw.F¨.4þ2189/98/Un.F¨.F k. UbdIStdäHm^sIÂ¯þkÀhokk Xncph\´]pcw, 31þ7þ98

kÀ¡peÀ

Kh¬saâ Poh\¡mÀ¡pw AhcpsS B{inXÀ¡pw NnInXk¡ sNehmb XpI Xncn¨p e`n¡p¶Xn\pff ]cnt im[\ 10,000/þcq] ¡apIfnepff At]£ IÄ 1960 se tIcf Kh¬saâ skÀhâ k saUn¡Â Aä³U³k dqÄk {] Imcw BtcmKy hIp¸ UbdIStdänÂ \n¶pw aäpff hnhn[ hIp¸pIfnte ípw ]cnt im[n¨p hcnI bmW. C§s\ ChnsS e`n¡p¶ At]£ IfnÂ 10 apXÂ 500 _nല്ലുകൾ വരെ കാണാറുണ്ട്. ഇത്രയധികം _nÃpI tfmSpIqSn At]£ Ä CuHm^oknte¡ Ab ípt¼mgpw CuHm^oknÂ ssI Imcyw sN¿pt¼mgpw At]£ bnÂ \n¶pw _nÃpIÄ \jSs¸Sphm³ CShcp¶p. IqSmsX, X]mÂ C\¯nÂ Kh¬saân\ sNethdpI bpw sN¿p¶p. {]kXpX Imcy§ fmÂ Xmsg ImWp¶ \nÀt±i§Ä CuHm^oknte¡ saUn¡Â do Cwt]gksaâ At]£ IÄ Ab¡p¶ Hm^okpIÄ ശ്രദ്ധിക്കേണ്ടതാണ്.

1. 10001 cq] ¡ apIfnepff saUn¡Â do Cwt]gksaâ At]£ IÄ am{Xta BtcmKy hIp¸ UbdIStdänÂ]cnt im[\¡mbn Ab¡mhq.
2. CuHm^oknte¡ saUn¡Â do Cwt]gksaâ At]£ Ab¡pt¼mÄ FsÊ³jymenän kÀ«n^n¡äp am{Xw Ab¨mÂ aXnbmIpw. {]kXpX FsÊ³jymenän kÀ«n^n¡änÂ acp¶nsâ t]cpw AXnsâ ^mÀak nt¡mfPn¡Â t]cpw hyIXambn FgpXnbncn¡Ww. AXpt]mse ടെസ്റ്റുകളും മറ്റുള്ള പരിശോധനകളും ഉൾപ്പെടെ ചികിത്സക്ക് വേണ്ടി വരുന്നതും sNehmb XpI Xncn¨p e`n¡phm³ AÀIXbpff Hm]tdj³ XpS§nbhbpsS C\w Xncn¨pff FÃmsNehpIfpw DÄs¸Sp¯nbncn¡Ww.
3. FsÊ³jymenän kÀ«n^n¡änÂ DÄs¸Sp¯nbn«pff sSkäpIÄ {]kXpX kÀ«n^n¡ä H¸n« tUmIStdpsS Bip]{XnbnÂ AsÃ¦nÂ {]kXpX sSkän\pff kulcyw taÂ]dª Bip]{XnbnÂ e`yasÃ¶pff സർട്ടിഫിക്കറ്റിൽ ആശുപത്രി മേലധികാരി സാക്ഷ്യപ്പെടുത്തേണ്ടതാണ്.
4. FsÊ³jymenän kÀ«n^n¡änÂ DÀs¸Sp¯nbn«pff hnhc§ fpsS വൗച്ചറുകൾ അപേക്ഷയിൽ കൃത്യമായി ഉണ്ടോയെന്ന് പരിശോധിച്ചതിനു ശേഷം am{Xta saUn¡Â do Cwt]gksaânsâ XpI A\phZn¨p \Â Imhq.
5. saUn¡Â do Cwt]gksaânsâ XpI A\phZn¨psImSp¡p¶Xn\pap³] {]kXpX At]£ IÄ 1960 se tIcf Kh¬sâ kÀhâ k saUn¡Â Aä³U³k dqÄk {]ImcamtWm saUn¡Â do Cwt]gksaân\pff A]£ kaÀ¸n¨ncn¡p¶X F¶]cnt im[n¨ncn¡Ww.

ആരോഗ്യ വകുപ്പ് ഡയറക്ടർക്കു വേണ്ടി

k l IcW kÀ¡peÀ kamImcw

\¼À hn.(1) 27484/96

k l IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 6þ8þ98

kÀ¡peÀ \¼À 28/98

hnjbw: **k l IcWwþtIcf kÀhokv N«§fnse N«w 144 {]Imcw sU]}t«j³ hyh kvYbnÂ \nban¨n«pffDtZymKkvY³amcpsS t_mWÊv kw_Ôn¨v.**

kqN\: 1. **cPnk{SmcpsS 16þ5þ94 se 12/94 mw \¼À kÀ¡peÀ**

2. **cPnk{SmdpsS 27þ12þ95se 34/95 mw \¼À kÀ¡peÀ**

3. **kÀ¡mcnsâ 9þ2þ98 se 7076/F 3/96/k l: \¼À I¯v.**

H¶mw kqN\ kÀ¡peÀ {]ImcwsU]}t«j³ hyhkvYbnÂ tPmen sN¿p¶ k l IcW hIp¸nse DtZymKkvYÀ¡v ImemImes§fnÂ kÀ¡mÀ DtZymKkvYÀ¡v A\phZn¡p¶ \nc¡nepff t_mWÊn\pam{Xta AÀlXbpffq F¶v D¯chmbncp¶p. CXp kw_Ôn¨p e`n¨ ]cmXnIÄ kÀ¡mcn\v kaÀ¸n¨Xnsâ ASnkYm\¯nÂ e`n¨ amÀ¤\nÀt±ihpw Sn D¯chv icn h¡p¶Xmbncp¶p. AX\pkcn¨v kqN\ 2se kÀ¡peÀ]pds¸Sphn¨ncp¶p.

F¶mÂ kqN\ 3 se I¯p {]ImcwÂ \nbam\pkrXw kwLw Poh\¡mÀ¡v AÀlXs¸« \nc¡nÂ t_mWÊv ssI¸änbn«pff kÀ¡mÀ DtZymKkvYcnÂ (kwL §fnÂ sU]}t«j \nÂ tPmen sN¿p¶) \n¶pw Sn തുക തിരിച്ചു പിരിക്കേണ്ടതില്ലെന്നും 4–11–95 ലെ 10594/എ.3സഹ: നമ്പർ കത്ത് റദ്ദു sNbXXmbpw kÀ¡mÀ Adnbn¨ncp¶p.

sU]}t«j\nÂtPmen sN¿p¶ kÀ¡mÀ Poh\¡mÀ¡pw kwLw Poh\¡mÀ¡Àlamb \nc¡nÂ t_mWÊv ssI¸ämhp¶XmWv. F¶mÂ Sn XpI t_mWkv BISn\pwhIp¸v \nÀt±i§Ä¡pw A\pkcWambncn¡Ww.

\nbam\pkrXw AÀlXs¸« \nc¡nt\¡mÄ IqSpXÂ XpI kwL§fnÂ ഡെപ്യൂട്ടേഷനിൽ ഇരിക്കുന്ന സർക്കാർ ജീവനക്കാർ കൈപ്പറ്റിയിട്ടുണ്ടെങ്കിൽ ടി തുക ഉടനെ തന്നെ ടി സ്ഥാപനങ്ങളിൽ തിരിച്ചടക്കേണ്ടതാണ്. ഡെപ്യൂട്ടേഷനിൽ ജോലി sNbXncp¶ Poh\¡mÀ¡v t\m¬ eb_nenän kÀ«n^n¡ä\Â Ipt¼mÄ taÂ പ്രകാരം അധികം വാങ്ങിയ തുക തിരിച്ചടച്ചിട്ടുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതാണ്.

joem tXmakv sF. F. Fkv.
k l IcW kwLw cPnk{SmÀ

k l lcWhlp¸p Poh\ ¡mcyhpw Poh\ ¡mÀ¡pff cPn k{SmcpsS \nÀt±i §fpw

No. V (2) 65/98.

Office of the Registrar of Co-operative Societies
Trivandrum, 4-8-98

CIRCULAR No. 35/98

Sub: **Co-operative Department-Strengthening of vigilance wing-Reorganisation of vigilance Zone-Revised instruction issued.**

Ref: **This office circular No. 40/91 Dated 27-12-1991.**

In the circular referred to above the duties and functions of the Assistant Registrars (Vigilance) in the reorganized vigilance wing of Co-operative Department were fixed.

In the conference of Assistant Registrars (Vigilance) and other officers of the Department held on 18-6-98 at Thrissur the working of the Vigilance Assistant Registrars were reviewed and it appears that the South Zone has more files and work load when compared with the other two zones. Hence it is decided to reshuffle the three zones so as to have equitable distribution of work.

On the basis of the review and decision arrived at the set up of the vigilance zone as per the circular is partially modified and revised as follows.

Name of Zone	Head Quarters	Controlling officers and No. of Asst. Registrars (Vigilance)	Districts
1. South Zone	Office of the Registrar of Co-operative Societies, Thiruvananthapuram	Deputy Registrars (Vig) office of the Registrar of Co-operative Societies Asst. Registrar (vigilance) South Zone I, South Zone II	Trivandurm Kollam Pathanamthitta Kottayam.
2. Central Zone	Office of the Deputy Registrar (Audit) Trissur.	Deputy Registrar (Audit) Trissur. Asst.Registrar (Vigilance) central zone 1 Central zone 11.	Alappuzha Ernakulam, Trissur, Idukki Palakkad.
3. North Zone	Office of the Deputy Registrar (Audit) Kannur	Deputy Registrar (Audit) Kannur. Asst.Registrar (vigilance) North Zone-1 North zone-11	Kozhikode Wayanad Kannur Kasargod Malappuram

k l IcW kÀ¡peÀ kam\ImcW

The controlling officers of Vigilance Zone should make necessary arrangements for the strict compliance of this circular.

All other instructions issued in the circular referred shall also be strictly followed.

The receipt of this circular may be acknowledged by all concerned.

Sheela Thomas
Registrar of Co-operative Societies

\¼À ^n³.F. 2/26436/98. k l IcW kwLw cPn k{Smdm^o k, Xncph\´]pcw, 6þ8þ98

kÀ¡peÀ 36/98

hnj bw: **tIcf kÀhok dqÄ k]mÀ« 1. dqÄ 156 {] I mcw \nban¡s¸Sp¶ hcpsS tIm käShp/]ptcmKXn dnt¸mÀ« kw_Ôn¨.**

kqN\: **1. 15þ5þ93 se ^n³.(3) 17807/93 \¼À I¯**

2. 29þ10þ94 se 31/94 \¼À kÀ¡peÀ

3. 6þ2þ87 se Pn.H.(Fw.F k.) 5/87/k l IcWw.

sI.F k. BÀ.]mÀ«þ1 dqÄ 156 {]I mcw \nban¡s¸Sp¶ DtZymK kYcpsS കോസ്റ്റിന്റെ നിരക്ക് പരാമർശം 2 പ്രകാരം പുനർ നിർണ്ണയം ചെയ്തിട്ടുണ്ട്. ക്ഷാമബത്തയിലുണ്ടാകുന്ന വർദ്ധനവ്, ഉത്സവ ബത്ത, യാത്രാ ബത്ത എന്നിവയും യഥാ സമയം ഈടാക്കണമെന്ന് പരാമർശം 1 ലെ കത്തിൽ നിർദ്ദേശിച്ചിട്ടുണ്ട്. A kn käâ cPn k{SmÀ XkXnI bpw AXn\p apI fnepapffhÀ¡ 6 amk t¯ bpw A kn käâ cPn k{SmÀ XkXn I¡ Xmsgbpff hÀ¡ 3 amk t¯ bpw tImkä മുൻകൂറായി അടക്കണമെന്ന് പരാമർശം 3 പ്രകാരം നിഷ്ക്കർഷിച്ചിട്ടുമുണ്ട്. എന്നാൽ PnÃI fnÂ \n¶pw e`n¡p¶]ptcmKXn dnt¸mÀ«pI fpw Hm^o k]cnt im[\m kab¯ tImkänsâ cPn kädpI fpw]cnt im[n¨XnÂ Xmsg]dbp¶ KpcpXcamb t]mcmbaIÄ {i² bnÂs¸«ncn¡p¶p.

F. Nne XkXnI I fpsS tImkänsâ hnhcw]ptcmKXn dnt¸mÀ«nÂ DÄs¸Sp¯mXncn¡p I.

_n. ap³ IqÀ tImkä CuSm¡mXncn¡p I.

kn. XkXnI A\phZn¨ XobXn, NmÀsPSp¯ XobXn, hnSpXÂ sNbX XobXn, XpI AS¨Xnsâ hniZmwi §Ä Unamâ sNbX £ma_¯ bpsS hnhcw XpS§nbh tcJs¸Sp¯mXncn¡p I

Un. bYmkabw XpSÀ¨m\phmZ¯n\ At] £ \Â ImXncn¡p I.

kIIcWh Ip¸p Poh\¡mcyhpw Poh\¡mÀ¡pff cPnk{SmcpsS \nÀt±i§fpw

C. kÀ¡mcnte¡ e`n¡്ക്കേണ്ടXmb `oaamb XpI IW¡nÂs]Sp¯mXncn¡pI.

F^. IW¡nÂs¸« apgph³ XpI bpw {Sj dnbnÂ HSp¡mXncn¡pI.

Pn. HSp¡nb XpI]ptcmKXn dnt¸mÀ«nÂ DÄs¸SmXncn¡pI.

F¨. Ipd ª \nc¡nÂ tIm kdäSb¡pI

taÂ hnhcn¨ t]mcmbaIÄ B UnäÀamÀ/]cnt im[\m DtZymKkY³amÀ എന്നിവർ മേലധികാരികളുടെ ശ്രദ്ധയിൽ കൊണ്ടുവന്നിട്ടുമില്ല.

Cu kmINcy¯nÂ CXp kw_Ôn¨ Xmsg]dbp¶ \nÀt±i§Ä]pds¸Sphn¡p¶p.

1. sI.F k.BÀ.]mÀ« 1 dqÄ 156 {]Imcw {]hÀ¯nsbSp¡p¶ DtZymKkY³amcptSbpw tImkänsâbpw hnhcw PnÃmXe Hm^okpIfnepw Xmeq¡p Xe Hm^okpIfnepw \niNnX cPnkädnÂ കൃത്യമായി എഴുതി സൂക്ഷിക്കേണ്ടതും ആറു മാസത്തിലൊരിക്കൽ അവ അനുരഞ്ജനം ചെയ്യേണ്ടതുമാണ്.

2. tI{µ/PnÃmXe kIIcW kYm]\§fnse DtZymKkY³amcpsS tImkä AS¨Xnsâ hnhcwSn kYm]\¯ns0â B kYm\PnÃbnse tPmbnâ/sU]}«n cPnk{SmÀamÀ¡ _Ôs¸« kYm]\¯nsâ tae[nImcn നൽകേണ്ടതാണ്.

3. sI.F k.BÀ.]mÀ« 1 dqÄ 156 {]Imcw \nban¡s¸Smt\m XpSÀ¨m\phmZ¯nt\m Dff PnÃ/A¸Ik kYm]\§fpsS At]£IÄ (AknkäâcPnk{SmÀ XkXnI¡apIfnÂ DffX) _Ôs¸« PnÃm Hm^okpIÄ aptJ\ am{Xta Ab¡mhq. A¯c¯nÂ e`n¡m¯ At]£IÄ]cnKWn¡p¶XÃ.

4. A\phmZw e`n¨ XkXnIbnÂ \nban¡s¸Sp¶ DtZymKkYsâ t]cpw NmÀsPSp¯ XobXn, D¯chnsâ \¼dpw XobXnbpw XpSÀ¨m\phmZw Ahkm\n¡p¶ XobXn, tImkänsâ \nc¡ F¶nh _Ôs¸« രജിസ്റ്ററിൽ ജില്ലാ ഉദ്യോഗസ്ഥൻ രേഖപ്പെടുത്തി ഒപ്പു വക്കേണ്ടതാണ്.

5. XkXnI A\phZn¨D¯chnsâ]IÀ¸ _Ôs¸« kYm]\¯nÂ DSs\ നൽകേണ്ടതാണ്. തദവസരത്തിൽ അടക്കേണ്ട കോസ്റ്റിന്റെ വിവരം അറിയിക്കേണ്ടതുമാണ്.

6.]cmaÀiw3se kÀ¡mÀ D¯chnse \nÀt±im\pkcWapff ap³IqÀ tImkä IqSmsX Hmtcm amkt¯¡papff UnamâtÂ\m«ok _Ôs¸« സ്ഥാപനത്തിന് ബന്ധപ്പെട്ടവർ നൽകേണ്ടതാണ്. ഇത്തരത്തിൽ നൽകുന്ന UnamânÂ i¼f]cnj¡cW IpSnÈnI, £ma_¯ IpSnÈnI, DXkh ബത്ത തുടങ്ങിയവ ഉൾപ്പെട്ടിട്ടുണ്ടെന്നും ഉറപ്പാക്കേണ്ടതാണ്.

k l IcW kÀ¡peÀ kam lmcw

7. sI.F k.BÀ.]mÀ« 1 dqÄ 156 {] lmcw \ntbmKn¡s¸Sp¶ FÃm DtZymKkYcpw \niNnX amXrI bnepff (amXrI A\y{X tNÀ¯ncn¡p¶p) {]Xnamk]ptcmKXn dnt¸mÀ« (2 {]XnIÄ)]ntä മാസം 5 ാം തീയതിക്ക് മുൻപായി ബന്ധപ്പെട്ടവർക്ക് നൽകേണ്ടതാണ്. AknkäâcPnk{SmÀ XkXnI hscbpffhÀ _Ôs¸« AknkäâcPnk{SmÀ¡pw AknkäâcPnk{SmÀ apXepffhÀ _Ôs¸« PnÃm ജോയിന്റ്/ഡെപ്യൂട്ടി രജിസ്ട്രാർക്കും ആണ് പുരോഗതി റിപ്പോർട്ട് നൽകേണ്ടത്.

8. J Þ nI 7 {]lmcw \ÂIp¶]ptcmKXn dnt¸mÀ«nsâ Hmtcm {]Xn ബന്ധപ്പെട്ട ഓഫീസുകളിൽ സൂക്ഷിക്കേണ്ടതാണ്. ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥനിൽ \n¶pwe`n¡p¶]ptcmKXndnt¸mÀ«nse hnhc§ÄX§fpsSHm^oknÂ സൂക്ഷിച്ചിട്ടുളള രജിസ്റ്ററിൽ രേഖപ്പെടുത്തിയിട്ടുണ്ടെന്നും ക്ഷാമബത്ത DÄs¸sSbpff Aeh³kpIÄ¡ Unamâ t\m«ok നൽകിയിട്ടുണ്ടെന്നുമുള്ള ഒരു സർട്ടിഫിക്കറ്റു കൂടി പ്രതിമാസ പുരോഗതി dnt¸mÀ«nÂ Aknkäâ/tPmbnâ/sU]}«n cPnk{SmÀamÀ രേഖപ്പെടുണ്ടേണ്ടതാണ്.

9. {]Xnamk]ptcmKXn dnt¸mÀ« sXm«Sp¯ amkw 10 mw XobXn¡ Ihpw AÀ² hmÀjnI/hmÀjnI]ptcmKXn dnt¸mÀ« sXm«Sp¯ amkw 15 mw XobXn¡ Ihpw tPmbnâ/sU]}«n cPnk{SmÀamÀ Cu B^oknte¡ അയച്ചു തരേണ്ടതാണ്. അപ്പെക്സ്/സംസ്ഥാന/ജില്ലാ തല സ്ഥാപനങ്ങളുടെ tIm känsâ hniZmw§Ä AS§nb]«nI]ptcmKXn dnt¸mÀ«nÂ പ്രത്യേകം ചേർക്കേണ്ടതാണ്.

10. sI.F k.BÀ.]mÀ« 1 dqÄ 156 {]lmcw \ntbmKn¡s¸«hcpsS tImkä AS¨Xnsâ hniZmwi§Ä kwLw]cntim[\m thfbnepw BUnä സമയത്തും ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാർ പരിശോധിക്കേണ്ടതും പോരായ്മ കണ്ടാൽ മേലധികാരികളുടെ ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതുമാണ്.

ഈ സർക്കുലർ കൈപ്പറ്റിയ വിവരം മടക്കത്തപാലിൽ അറിയിക്കേണ്ടതാണ്.

joem tXmak sF. F. F k.
k l IcW kwLw cPnk{SmÀ

s{]mt^mÀa 1

sI.F k.BÀ.156]mÀ« 1 {] Imcw \ntbmKn¡ s¸«n«pff kIIcW _m¦pIfnse 19

amks¯ tImkän\¯nsâ]ptcmKXn dnt¸mÀ«

{Ia \¼À	t]cpw XkXnI bpw	Ct¸mgs¯ XkXnI A\phZn¨ XobXn, D¯ch	NmÀPsP Sp¯ XobXn	XpSÀ¨m\p hmZw Ahkm \n¡p¶XobXn	Unamâ			hch			_m¡n		
					X³ amkm cw`¯nÂ	X³ amkw	BsI	X³ amkm cw`¯nÂ	X³ amkw	BsI	X³ amkm cw`¯nÂ	X³ amkw	BsI
1	2	3	4	5	6	7	8	9	10	11	12	13	14

kYew

XobXn

t]cpw, XkXnI bpw

kÀ«n^n¡ä

മേൽ സ്റ്റേറ്റുമെന്റിൽ നാളിതുവരെയുള്ള ഡി.എ., മറ്റലവൻസുകൾ എന്നിവയുടെ കുടിശിക ചേർത്തിട്ടുണ്ടെന്നും അതനുസരിച്ചുള്ള ഡിമാന്റ് നോട്ടീസ് നൽകിയിട്ടുണ്ടെന്നും ടി വിവരങ്ങൾ ഈ ആഫീസിൽ സൂക്ഷിച്ചിട്ടുള്ള രജിസ്റ്ററിൽ രേഖപ്പെടുത്തിയിട്ടുണ്ടെന്നും ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

kYew

XobXn

A knkäâ /sU]}«n/tPmbnâ cPn k{SmÀ

k l I cW kÀ ¡ peÀ kam I mcw

\¼À hn.(1) 4286/97 k l I cW kw L w cPn k {Smdm ^ o k ,
Xncp h \ ´]pcw, 27þ8þ98

kÀ ¡ peÀ \¼À 39/98

hn j bw: **k l I cWwþhnPne ³ kþhnPne ³ k dnt¸mÀ«p I fpsS c I ky kz`mhw \ne\nÀ ¯ p¶Xp kw_ Ôn¨ .**

kqN\: **kÀ ¡ mcnsâ 18þ7þ98 se 3763/ kn.1/98 k l . I ¯ .**

hnPne ³ k dnt¸mÀ«p I fpsS c I ky kz`mhw I À i \am bn I m ¯ p kq £ n ¡ Wsa¶ kÀ ¡ mÀ kqN\ I ¯ neqsS \nÀt± i n¨ ncn ¡ p¶p. CXp hnPne ³ k DtZymK k YcpsS hy I Xn] camb _m ² yXmbmbn I W ¡ m ¡ p¶ Xpw hogN hcp ¯ p¶ hÀs ¡ Xnsc I À i \ i n £ W \S] Sn kzo I cn ¡ p¶ XpamW. B bXn\mÂ bmsXmcp I mcWh i mepw hnPne ³ k dnt¸mÀ«p I fpsS c I ky സ്വഭാവം പുറത്താക്കാതെ സൂക്ഷിക്കേണ്ടതാണ്.

j oem tXma k sF. F. F k.
k l I cW kw L w cPn k {SmÀ

No.Fin.A (4) 6322/99. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 23-6-1999

CIRCULAR No. 27/99

Sub: **Department of Co-operation-Average cost of Officers of this department working under Rule 156 Part I Kerala Service Rules-Revised rate communicated.**

Ref: **1. G.O. (P) 3000/98/Fin, dated 25-11-1998.**

2. G.O. (Rt.) No. 269/99/Co-op: dated 9-6-1999.

Consequent on the revision of scales of pay of officers ordered in G.O. (P) 3000/98/Fin. Dated 25-11-1998, the average cost of various categories of Officers of this department whose services are lent to Co-operative Institutions under Rule 156, Part I, KSRs have been revised by Government vide order read as item above. The revised rates are noted below:

1.	Junior Inspector/Auditor of Co-operative Societies	Rs. 5,781
2.	Senior Inspector/Auditor of Co-operative Societies	Rs. 6,326
3.	Special Grade Senior Inspector/Auditor of Co-op:Societies	Rs. 7,288
4.	Assistant Registrar of Co-operative Societies	Rs. 8,613
5.	Deputy Registrar of Co-operative Societies	Rs. 9,463

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ¡pff cPn k{SmcpsS \nÀt±i §fpw

6.	Deputy Registrar of Co-operative Societies (Higher Grade)	Rs.10,950
7.	Joint Registrar of Co-operative Societies	Rs.12,575
8.	Additional Registrar of Co-operative Societies	Rs.14,100

2. The amount to be recovered from the beneficiary institution will be average cost plus DA, personal pay, Special pay if any, and other compensatory allowances attached to the respective post calculated on the basis of the average cost and Bonus/special Festival Allowances. The monthly component of Bonus/Special Festival Allowances shall be worked out at 1/12 of the last declared Bonus/ Special Festival Allowances for effecting recovery on a monthly basis. The rate of leave salary and pension contribution will be ¼ of the average cost. A copy of G.O.Rt.No. 269/99 Co-op: dated 9-6-1999 is enclosed.

3. The difference between the cost including leave salary and pension contribution already realised based on the rates fixed on the pre-revised scales of pay and new rates should be realised from the concerned institutions with effect from 1-3-1977 or from the date on which the incumbent on deputation under Rule 156 part I KSRs opts for the revised scale of pay. The arrears on this account should be realised from the Co-operative Institutions concerned within a fortnight positively. The receipt of this Circular should be acknowledged.

V. P. Joy
Registrar of Co-operative Societies

\¼À ^n³.F.(2) 43090/98

k l IcW kwLw cPn k{Smdm^o k,
Xncph\´]pcw, 29þ3þ1999.

kÀ¡peÀ \¼À 12/99

hnjbw: **kÀ¡mcnÂ \n¶pw k l IcW kYm]\ §Ä¡ \Â Ip¶ hmb]m Hm I cn, UnhnUâ XpS §nbh bpsS cPn kädp I Ä FgpXn kq£ n ¡p¶ Xpw kÀ¡mcnte¡ Xncn¨S ¡p¶ Xn\pw IrXyX]men ¡p¶ Xp kw_ Ôn¨.**

]cmaÀi w:
1. **k l IcW kwLw cPn k{SmdpsS 31þ5þ93 se 33/93 mw \¼À kÀ¡peÀ**
2. **k l IcW kwLw cPn k{SmdpsS 25þ5þ98 se ^n³.F.2/ 16808/98 mw \¼À I¯.**
3. **അക്കൗണ്ടന്റ് ജനറലിന്റെ 4–5–98 ജെ.എ.1/ജി.1 നമ്പർ കത്ത്.**

k l IcW kÀ¡peÀ kaml mcw

kÀ¡mÀ/AÀ² kÀ¡mÀ k l IcW kYm]\§Ä¡ \ÂIp¶ hmb]m Hml cn XpS §nbhbpsS hniZmwi §Ä]e hIp¸pI fnÂ \n¶pw e`n¡p¶nÃ F¶pw apXepw]eni bpw bYm kabw Xncn¨ CuSm¡p¶XnÂ hogN IÄ ഉണ്ടെന്നും അവ പരിഹരിക്കുവാൻ കർശന നടപടി കൈക്കൊള്ളണമെന്നും അക്കൗണ്ടന്റ് ജനറൽ സർക്കാരിനെ അറിയിച്ചിരിക്കുകയാണ്.

(2). k l IcW kYm]\§Ä¡p\ÂIp¶ km¼¯nI k l mb§fmb hmb], Hml cn XpS §nbhsb kw_Ôn¨ hniZmwi §Ä AS§nb cPnkädpIÄ I rXyambn FgpXn kp£n¡ Wsa¶ \nch[nXhW kÀ¡pedpI fnÂ ¡qSnbpw AÃmsXbpw \nÀt±i §Ä]pds¸Sphn¨ncp¶ XmW. GähpwHSphnÂ 1þ6þ98 apXÂ 31þ8þ98 hscbpff 3 amk Imebf hnÂ {] kXpX cPnkädpIÄ FgpXn]qÀ¯nbm¡p¶Xn\ Hcp Xo{h bPR]cn]mSnbpw B hnj¡cn¨ \S¸m¡nbncp¶p. B bXp{] Imcw _ I p`qcn`mKwPnÃ/Xmeq¡ Hm^okpI fnÂ {] kXpX FÃm cPnkädpI fpw]pÀ¯nbm¡nbXmbn kÀ«n^n¡äpw Ab¨p തന്നിട്ടുണ്ട്. എന്നാൽ ഈ പ്രക്രിയ തുടർന്നും നിലനിർത്തേണ്ടതുണ്ട്. ആയതിലേക്ക് NphsS tNÀ¡p¶ \nÀt±i §Ä]pds¸Sphn¡p¶p.

(3) k l IcW kYm]\§Ä¡ \ÂIp¶ FÃm [\k l mb§fpw _Ôs¸« A knkäâ cPnk{SmÀ P\dÂ/tPmbnâ cPnk{SmÀ B ^okpI fnepw രജിസ്റ്ററുകളിൽ എഴുതിയിട്ടുണ്ടെന്ന് പരിശോധിച്ച് ഉറപ്പു വരുത്തുവാനും അവയിൽ സർക്കാറിലേക്ക് ഈടാക്കേണ്ട തുകകൾക്ക് യഥാ സമയം ഡിമാന്റ് നോട്ടീസ് അയച്ച് തുടർ നടപടി കൈക്കൊള്ളുന്നുണ്ടെന്ന് ബോദ്ധ്യപ്പെടുവാനും ജോയിന്റ് രജിസ്ട്രാർ B ^okpI fnse ¹m\nwK hn`mKw A knkäâ cPnk{SmÀamsc CXn\mÂ {] tXy I ambn NpaXes¸Sp¯p¶p.

(4) taÂ J Þ nI 3Â hnhcn¨ncní p¶ kwKXn I fn³ taepff hnebncp¯Â A knkäâ cPnk{SmÀamcpsS {] Xnamk Xmeq¡ Xe A htemI \¯nÂ Hcp പ്രധാന ഇനമായി ചർച്ച ചെയ്യേണ്ടതും അതിന് സഹായകമായ റിപ്പോർട്ട് പ്ലാനിംഗ് അസിസ്റ്റന്റ് രജിസ്ട്രാർ ജോയിന്റ് രജിസ്ട്രാർക്ക് നൽകേണ്ടതുമാണ്. ഇക്കാര്യത്തിൽ വീഴ്ചയുണ്ടാക്കുന്ന ഉദ്യോഗസ്ഥൻമാരുടെ മേൽ ഉചിത നടപടി FSp¡m³ tPmbnâ cPnk{SmÀ _m²ykY\pambncn¡ní pw.

(5) A knkäâ cPnk{SmÀ (P\dÂ) / tPmbnâ cPnk{SmÀ B ^okpI fnÂ യഥാവിധി മേൽ രജിസ്റ്ററുകൾ എഴുതി സൂക്ഷിച്ചിട്ടുണ്ടെന്നും സർക്കാറിലേക്ക് ഈടാക്കേണ്ട തുകകൾക്ക് ബന്ധപ്പെട്ട സ്ഥാപനങ്ങൾക്ക് ഡിമാന്റ് നോട്ടീസ് അയച്ചു തുടർ നടപടി കൈക്കൊണ്ടിട്ടുണ്ടെന്നും കാണിക്കുന്ന സർട്ടിഫിക്കറ്റ് 6 amk ¯nsemcn¡Â tPmbnâ cPnk{SmdpsS tasemt¸mSpIqSnsk]äw_À, amÀ¨ കൊണ്ടവസാനിക്കുന്ന അർദ്ധ വാർഷികങ്ങളായി തൊട്ടടുത്ത മാസം 15 ാം തീയതിക്കു മുൻപ് ഈ ആഫീസിലേക്ക് അയച്ചു തരേണ്ടതാണ്.

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k{SmcpsS \nÀt±i §fpw

(6) C¡mcy¯nÂ hogN hcp¯nbmÂ J Þ nI 3Â NpaXes¸Sp¯nbncn¡p¶ DtZymKkY³amcpsS t]cnepw hogN hcp¯p¶ _Ôs¸« aä DtZymKkY³amcpsS t]cnepw 1960 se tIcf knhnÂ kÀhokv (Xcw Xncn¡epw A¸oepw) dqÄ knse hyhkYIÄ ¡ \pkcn¨ff in£ W \S]SnIÄ kzoIcn¡p¶ XmW. IqSmsX taÂ NpaXes¸Sp¯nbn«pff DtZymKkY³amcpsS cIky ^bÂ X¿mdm¡pt¼mÄ _Ôs¸« \nb{´ W DtZymKkY³ (cIky ^bÂ X¿mdm¡p¶ DtZymKkY³) ഈ വിഷയം പ്രത്യേകം വിലയിരുത്തേണ്ടതുമാണ്.

AÀ²hmÀ jnI kÀ«n^n¡äns â amXrI CtXmsSm¸w tNÀ¯ncn¡p¶p. ഈ സർക്കുലർ കൈപ്പറ്റിയ വിവരം മടക്കത്തപാലിൽത്തന്നെ അയച്ചു തരേണ്ടതാണ്.

joem tXmak sF. F. F k.
k l IcW kwLw cPn k{SmÀ

kÀ«n^n¡äv

Cu PnÃbnse k l IcW kYm]\§Ä¡ \mfnXp hsc \ÂInbn«pff hmb],Hm Icn XpS§nb [\k Imb §fpw kÀ¡mcn\pe`¡ക്കേണ്ട ലാ`hn IXw, B Unä ^okKmcân I½oj³ XpS§nbhbpsSbpw hniZhnhc§Ä Xmeq¡nse Aknkäâ cPnk{SmÀ B ^okpI fnepw tPmbnâ cPnk{SmÀ B ^okpI fnepw കൃത്യമായി എഴുതി സൂക്ഷിച്ചിട്ടുണ്ടെന്ന് ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

കൂടാതെ ടി തുകകളിൽ സർക്കാരിലേക്ക് തിരിച്ചടക്കേണ്ട തുകകൾക്ക് യഥാ kabw Unamâ t\m«okv _Ôs¸« k l IcW kYm]\§Ä¡ \ÂIn XpSÀ നടപടി ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർ കൈക്കൊണ്ടിട്ടുണ്ടെന്നും കൂടി സാക്ഷ്യപ്പെടുത്തുന്നു.

A knkäâ cPnk{SmÀ (¹m\nwK)

tasem¸v **tPmbnâ cPnk{Smdm^okv**

k l IcW kwLw tPmbnâ cPnk{SmÀ

tIcf kÀ¡mÀ

\¼À 4676 / F.3/99 k I.

k l IcW (F) hIp¸v
Xncph\´]pcw, 23þ7þ99

Kh¬saâv sk{I«dn,

k l IcW kwLw cPnk{SmÀ,
Xncph\´]pcw

kÀ,

hnjbw: **k l IcW hIp¸vþ F käm»njsaâvþ k l IcW hIp¸nse ko\nbÀ C³ks]IvSÀ XkXnIbnse 8 hÀjs¯ t{KUnse A]mIX]cnIcn¡Wsa¶ At]£ kw_Ôn¨v.**

k l lcW kÀ¡peÀ kam lmcw

kqN\: **13þ4þ99se Xm¦fpsS C. _n. (2) 5852/99 \¼À l¯v.**

kqN\bnse l¯nte ín {i² £Wn¡p¶ tXmsSm¸w Xmsg]dbp¶ lmcy§Ä Adnbn¡p¶p.

\ne hnepf f kab_ÔnX l bÀ t{KUv {]tamj³ kvloansel hyhkYIÄ A\pkcn¨v F³{Sn XkXnlbmbn lW¡m¡p¶Xv Hcp Poh\¡mc\v GXpXkXnlbnemtWm B Zyambn tbmKyXs¸« \nba\m[nlmcn hgn \nban¡s¸Sp¶Xv B XkXnlbmsW¦nepw ss_{Sm³k^À hgn \nban¡s¸Sp¶ XkXnlbpw t\cn«pff \nba\¯n\v kam\ambn F Sp¯v F³{Sn tlUdmbn lW¡m¡mhp¶XmW. AXn\mÂ ss_{Sm³k^ÀaptJ\ Pq\nbÀ C³ks] lSÀamcmbn \nba\w e`n¡p¶ k l lcW hlp¸nse bq.Un.¢mÀ¡pamÀ¡v C³ks] lSÀ XkXnl F³{Sn t]mkämbn lW¡m¡n പ്രത്യേകം ഉത്തരവ് പുറപ്പെടുവിക്കേണ്ട ആവശ്യമില്ല.

hni±kXXtbmsS
sI. PbN{µ³
അണ്ടർ സെക്രട്ടറി
sk{I«dn¡pthണ്ടി

\¼À F. (6) 288994/96. k l lcW kwLwcPn k{Smdm^okv, Xncph\´pcw, 10þ9þ1999

kÀ¡peÀ \¼À 32/99

hnjbw: **k l lcW hlp¸þഅക്കൗണ്ട്സ്þk l lcW kYm]\§fnÂ sI.F k.BÀ `mKw 1, 156 mw N« {] lmcw tPmen t\m¡p¶ DtZymKkY³amÀ¡v {]Xnam k bm{Xm_¯ hm§p¶Xp kw_Ôn¨v]pds¸Sphn¡p¶ \nÀt±iw**

kqN\: **1. 13þ12þ94 se 7211/ F.1/93 k l lcW \¼À kÀ¡mcnsâ l¯v.**

2. 9þ3þ98 se 10367/ F.1/96/ k l lcW \¼À l¯v.

3. Pn.H.(]n)499/97/ ^n³. \¼À D¯chv.

4. cPn k{SmdpsS 26þ2þ99 se 9/99 mw \¼À kÀ¡peÀ.

sI.F k.BÀ.]mÀ«1, N«w156 \v hnt[bambn k l lcW kYm]\§fnÂ l¬ldâv B UnäÀ (knwKnfpw {Kq¸pw) sk bnem^okÀ, hme}thj³ C³ks] lSÀ XpS§nb XkXnl lfnÂ tkh\w A\pjTn¨p hcp¶ k l lcW hlp¸nse DtZymKkY³amÀ 3maXp kqN\bnse D¯chn\v hnt[bambn Xmsg]dbp¶ \nc¡nÂ bm{Xm_¯ hm§mhp¶XmW.

k l IcWh Ip¸p Poh\ ¡mcyhpw Poh\ ¡mÀ ¡pff cPn k {SmcpsS \nÀt±i § fpw

	t{KU H¶ B ^o kÀ		ഗ്രേഡ് രണ്ട് ആഫീസർമാർ (F)		(_n)	
	i ¼fw 3000/ AXne [n I hpw		i ¼fw 2500/ 3000 \p at ²y		i ¼fw 2500 \p Xmsg	
	ss{Xam kw	am kw	ss{Xam kw	am kw	ss{Xam kw	am kw
1. k tää ehÂ B ^o kÀamÀ	4500	1500	3150	1050	2400	800
2. doPnbWÂ B ^o kÀamÀ Hcp PnÃbnÂ A [n I w]cn[nbpf f hÀ	3225	1075	2700	900	2190	730
3. doPnbWÂ B ^o kÀamÀ രണ്ടു റവന്യൂ ജില്ല {] hÀ¯ \ ]cn[nbpf f hÀ	2850	950	2250	750	1650	560
4. Hcp dh\} PnÃ {] hÀ¯ \ ]cn[nbpf f hÀ	2400	800	1890	630	1380	460
5. Hcp dh\} PnÃbpsS `mKw k _ dh\} Un k {Sn I ä {] hÀ¯ \ ]cn[n	2100	700	1650	550	1260	420

1 kwkYm\w H«msI {] hÀ¯ \ ]cn[nbpff DtZymK kYÀ, doPnbWÂ kwL § fnse DtZymK kYÀ Hcp PnÃ am{Xw {] hÀ¯ \ ]cn[nbpff kwL § fnse DtZymK kYÀ Hcp PnÃ ¡pffnÂ Hcp Xmeq¡ am{Xw {] hÀ¯ \ ]cn[nbpff hÀ F ¶n§s\ DtZymK kY³amcpsS {] hÀ¯ \ ]cn[n \nÀ®bn¡mhp¶Xpw bm{Xm)_ ¯ A\phZn¨p \Â Imhp¶ XpamW.

2 bm{Xm _ ¯ _Ôs¸« kYm] \ § fnÂ \n¶pw hm§mhp¶ XmW.

3 F. Sn DtZymK kY³amÀ bm{Xm _nÃpI Ä X¿mdm¡n AwKoIcn¨ hÀ¡ ഡയറിയോടൊന്നിച്ച് നിയന്ത്രണ ഉദ്യോഗസ്ഥന് സമർപ്പിക്കേണ്ടതും ആയത് \nb{´ W DtZymK kY³ H¶mw \n_ Ô\ ¡ hnt[bambn AwKoIcn¨ നൽകേണ്ടതുമാണ്.

_n. C{] Imcw kaÀ¸n¡p¶ _nÃpI Ä _ Ôs¸«{Kq¸nÂ s]Sp¶ kwL § Ä ഓരോന്നും അനുവദിച്ചു നൽകേണ്ട നിയന്ത്രണ ഉദ്യോഗസ്ഥൻ {] tXyIw രേഖപ്പെടുത്തി പാസ്സാക്കേണ്ടതും ആയത് ബന്ധപ്പെട്ട രജിസ്റ്ററിൽ എഴുതി

സൂക്ഷിക്കേണ്ടതും ആവശ്യമായ പരിശോധന നടത്തി പാസ്സാക്കി നൽകിയ തുക മാത്രമേ ആഡിറ്റർ/ഇൻസ്പെക്ടർ വാങ്ങുന്നുള്ളൂവെന്ന് ഉറപ്പാക്കേണ്ടതുമാണ്.

4 GsX¦nepw kIYm] \w \n iNnX]cn[n¡ A [nIambn bm{Xm_ ¯ \Â Im³ GsX¦nepw ImcW ¯mÂ X¿mdmhpI bmsW¦nÂ A§s\ bpff kIYm] \§Ä Xocpam\saSp¯ ti jw k l IcW kwLw cPn k{SmdpsS മുൻ കൂട്ടിയുള്ള അനുമതി വാങ്ങിയിരിക്കേണ്ടതാണ്. മുൻകൂട്ടിയുള്ള അനുമതി IqSmsX]cn[nbnÂ Ihn ª bm{Xm_ ¯ kwL §Ä \ÂIp¶Xpw B bX ssI¸äp¶Xpw \nbahncp² hpw taÂ \S]SnIÄ¡ CSbm¡p¶XpamW.

5 C{] Imcw bm{Xm_ ¯]cn[nbne [nIw \ÂIp¶Xn\ kwL ¯nsâ km¼¯nI kYnXn B Unä \nehmcw B Unä IpSnÈnI/aäp tPmenI fnse IpSnÈnI F¶nh ASnkYm\am¡p¶XmW.

6 {Kq¸ I ¬ Idâ B UnäÀamÀ/C³ k s] ISÀamÀ Sn.F.A Uzm³ k ssI¸äm³]mSnÃm ¯ XmW.

7]cmaÀ iw 4 se kÀ¡peÀ \nÀt±i ¯ n\ A\p_ Ôambn am{Xw]pds¸Sphn¡p¶ Cu kÀ¡peÀ \nÀt±iw _ Ôs¸« FÃm t]cpw കർശനമായി പാലിക്കേണ്ടതാണ്.

hn.]n. tPmb sF. F. F k.
k l IcW kwLw cPn k{SmÀ

No.(V2) 28723/2000 Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 3-8-2000

CIRCULAR No. 42/2000

Sub: **Co-op: Department-Reorganisation of Vigilance Wing-Duties and functions of Deputy Registrars (Vigilance) Instructions issued.**

Ref: **1. This Office Circular No.22/88 dated: 14-6-88 and 40/91 dated: 27-12-1991.**

2. G.O. (MS) No. 74/2000 dated: 17-4-2000

3. G.O. (Rt) No. 256/2000 dated: 22-6-2000

As per the Government Order the Post of Asst. Registrar of Co-op: Societies (Vigilance) have been upgraded to the post of Deputy Registrar of Co-op: Societies (Vigilance). A Conference of Deputy Registrar (Vigilance) had been held on 19-7-2000. On the basis of discussions held and decision arrived at, the following instructions are issued in supersession of the earlier instructions issued in this regard.

The Deputy Registrars (Vigilance will hereafter be under the direct control of the Registrar of Co-op: Societies.

k l lcWhlp¸p Poh\ ¡mcyhpw Poh\ ¡mÀ¡pff cPnk{SmcpsS \nÀt±i §fpw

1.2. The Joint Registrar (Vigilance) in the office of the Registrar of Co-op: Societies will be the immediate controlling officers of the Deputy Registrars (Vigilance).

1.3. Subject to the overall control of the Registrar of Co-op: Societies and The Addl. Registrar of Co-op: Societies (Credit & Vigilance Officer) in the Office of the Registrar of Co-op: Societies the Joint Registrar vigilance will be responsible for.

(a) Approval of monthly Tour programmes and Tour Diaries of the Deputy Registrars (Vigilance).

(b) Review of work of the Deputy Registrars (Vigilance) Monthly.

1.4. The Addl. Registrar (Credit and vigilance officer) in the Office of the Registrar of Co-op: Societies will be the reporting Officers in respect of the writing up of the Confidential Reports (Performance appraisal) of the Deputy Registrars (Vigilance) an the Registrar of Co-op: Societies will be the reviewing Officer.

2.01. The Deputy Registrars (Vigilance will conduct enquiry and submit report on all the complaints and petitions received by them from their controlling officer within the time prescribed promptly.

2.02. They should give priority to the complaints and petitions referred to them by Government and Registrar of Co-op: Societies.

2.03. They will enquire the complaints on suspected misappropriation, fabrication of records, falsification of accounts and serious irregularities in the Co-op: institutions and such other similar matters referred to them by the Government/Registrar of Co-op: Societies.

2.04. The Deputy Registrar's (Vigilance) will also enquire on the allegations of corruption and other irregularities, in which departmental personnel are involved.

2.05. Anonymous/pendenymus petitions against Co-operative institutions and Departmental Officers of the rank upto Assistant Registrars will also be enquired into by the Deputy Registrars (Vigilance) as and when referred to by their controlling Officers, Registrar of Co-op: Societies and Government.

2.06. The Deputy Registrars (Vigilance will furnish a report on the work done/ attended to by them monthly on or before 10th of the succeeding month to the Registrar of Co-op: Societies in the name cover of the Joint Registrar

(Vigilance) in this office in the form prescribed in Annexure 1 to IV. The monthly tour diary of the Deputy Registrars (Vigilance) should be submitted in proforma prescribed in Annexure V to this circular.

2. The Advance Tour Programme of the Deputy Registrar (Vigilance) for a month should reach this office in duplicate before the 25th of the month preceding the month to which the programme relates. It should be sent in the name cover of the Joint Registrar (Vigilance). The Joint Registrar (Vigilance) will after scrutiny and subject to modification, if any will return one copy duly approved within 3 days from the date of receipt of the same in this office.

3. Details of work done (Annexure VII) for the month (Prescribed by vigilance and Anti Corruption Bureau) should reach this office on or before 3rd working day of the succeeding month without fail.

4. No deviation from the approved tour programme will be permitted in a routine manner. However if for any urgent and convincing reasons, any deviation is necessary the Deputy Registrar of Co-op: Societies (Vigilance) may report the details to the Joint Registrars (Vigilance) in this office, seek sanction for deviation and then perform the programme.

5. The Deputy Registrar of Co-op: Society (Vigilance) will give a copy of the approved Tour Programme to the Joint Registrar of Co-op: Societies (General) to whom they are attached. Incase there are more than one Joint Registrar coming under his jurisdiction the other Joint Registrar/ Joint Registrars should also be intimated about the details of his approved Tour Programme, as far as his work in that District/Districts is concerned.

6. A copy of the approved Tour Programme should be exhibited at a prominent place near the seat of the Deputy Registrar in the Office of the Joint Registrar to whom the Deputy Registrar (Vigilance) is attached.

7. The Deputy Registrars (Vigilance) will keep close liaison with the Joint Registrars (General and Audit) in the Districts coming under his Jurisdiction.

Whenever the Registrar of Co-op: Societies or any Addl. Registrar or Joint Registrars (Vigilance) visit the offices to which the Deputy Registrars (Vigilance)attached, the Deputy Registrars (Vigilance) should necessarily meet them and appraise them of the developments/upto date position in respect of the cases/petitions entrusted to with the Deputy Registrars (Vigilance).

The Deputy Registrars (Vigilance) may if found necessary consult the Joint Registrars (General and Audit) of the District and Asst. Registrars (General & Audit) of the Taluk in respect of matters in which the Co-operative Institutions coming under the jurisdiction of the Joint Registrars and Assistant Registrars.

k l lcWh lp¸p Poh\ ¡ mcyhpw Poh\ ¡ mÀ ¡ pff cPn k {SmcpsS \mÀt± i § fpw

The Deputy Registrars (Vigilance) can request the service of the Asst. Registrars (General and Audit) of the Taluks if found necessary. The Assistant Registrars (General & Audit) of the Taluks will also make available the service of the field staff under them, if so requested by the Deputy Registrar of Co-op: Societies (Vigilance) for discharging their duties.

The Deputy Registrars (Vigilance) should be present in their office on all Wednesdays and receive complaints/representation from public. Joint Registrar concerned will ensure his presence in the office on Wednesdays. Separate attendance register will be maintained.

1.09. The Deputy Registrars (Vigilance) will enquire the complaint petitions entrusted to them by the controlling officers, Registrar and Government in detail and should furnish a conclusive report covering all points raised in the petition by the petitioner. The petitioner should be heard and evidence taken in support of his allegations. If the Petitioner absconds himself from the enquiry the fact may be recorded and furnish the report on the complaint accordingly. Their report shall not be merely general observation or of the nature of passing remarks and recommending further enquiry. Their reports shall be complete in all respects and they shall not recommend further enquiry or inspection.

1.10. In the course of enquiry on petitions, by the Deputy Registrar (Vigilance), serious irregularities involving misappropriation of funds, falsification of accounts, fraudulent transactions and other irregularities are brought to his notice, the Deputy Registrar (Vigilance) will furnish a detailed preliminary report to the Joint Registrar of the District, through his controlling officer for appropriate action. In case of misappropriation of funds immediate appropriate action should be simultaneously taken by the Deputy Registrar (Vigilance) for recovery of the misappropriated funds and also for launching prosecution steps by himself against the delinquents by utilising the services of the officers working in the Taluk.

The Deputy Registrars (Vigilance) will inspect Asst. Registrars Office (General & Audit) one each under their jurisdiction in a month. The inspection report will be forwarded to the Registrar in the name cover of Joint Registrar (Vigilance).

1.11. The Deputy Registrars (Vigilance) will conduct surprise inspection of at least three societies in a month. They should also be on tour for at least for 15 days during each month. The surprise inspection report should be in the proforma prescribed as Annexure VI.

1.12. The Deputy Registrars (Vigilance) will ensure that the local Officer does not take parallel action in the cases dealt with by them. This can be done by advising local Departmental Officer not to proceed with simultaneous action in cases where Deputy Registrar (Vigilance) is pursuing similar action. This does not, however, mean that the local Assistant Registrar or Inspector should wait for the arrival of the Deputy Registrar (Vigilance) for proceeding against those who have committed irregularities, defalcation etc. The local Assistant Registrar (General) or Inspector can proceed action soon on detection of the irregularity.

1.13. The Deputy Registrars (Vigilance) will specially note that in order to file cases on misappropriation, falsification of accounts, etc. through audit or enquiry under Section 65 of the Act or detailed inspection of the accounts of the Society to bring out complete details of the same is not necessary in the first instance. An effective inspection of the records and detection of a few cases of falsifications will be sufficient for filing of the prosecution case. Further when the Deputy Registrar (Vigilance) visits a Society for enquiring a complaint the enquiry should be completed in one stretch as far as possible and report submitted without delay.

1.14. In selecting societies for surprise inspection, the Deputy Registrars should not concentrate only one or two circles and one or two Inspection of societies under their jurisdiction, all types of Societies in all the circles should be taken for surprise inspection on rotation basis. A register to watch this should also be maintained in their offices.

2. Complaints of routine nature or those relating to unimportant matters, audit defects, staff matters, disqualification of Board of Directors etc. shall not be referred to the Deputy Registrars (Vigilance) for enquiry and report.

3.01. The Joint Registrars of the Districts will forward those complaints and petitions which are to be enquired in to by the Vigilance Wing of the Department, to the Deputy Registrar (Vigilance) for enquiry and report under intimation to the Registrar of Co-op: Societies. The Deputy Registrars (Vigilance) will forward the reports on such petitions to the Joint Registrars of the District concerned within the time prescribed therein to the concerned Joint Registrar who will take further action.

3.02. Enquiries under Section 65 and inspection under Section 66 of the Kerala Co-op: Societies Act shall not be entrusted to the Asst. Registrars (Vigilance) without the permission of the Registrar of Co-op: Societies.

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3.03. In the case of petitions/complaints received in the Registrar of Co-op: Societies Office which are to be enquired into by the Vigilance Wing, such petitions shall be forwarded to the concerned Deputy Registrars (Vigilance) by the respective sections for enquiry by the Deputy Registrars (Vigilance). Follow up action on reports of such petitions complaints will be taken by the respective sections in the Head Office. The Set up of the Vigilance Wing be as follows:-

Name of the Post and Headquarter	Jurisdiction	Office in which attached.
1. Deputy Registrar (Vigilance) Thiruvananthapuram Pathanamthitta	Thiruvananthapuram Kollam	Office of the Registrar of Co-op: Societies
2. Deputy Registrar (Vigilance) Kottayam	Kottayam Idukki	Joint Regisrar (General) Kottayam
3. Deputy Registrar (Vigilance) Ernakulam	Alappuzha Ernakulam	Joint Registrar (General) Ernakulam
4. Deputy Registrar (Vigilance) Palakkad	Thrissur Palakkad	Joint Registrar (General) Palakkad
5. Deputy Registrar (Vigilance) Kozhikode Wayanad	Malapuram Kozhikode	Joint Registrar(General) Kozhikode
6. Deputy Registrar (Vigilance) Kannur	Kannur Kasargod	Joint Registrar (General) Kannur

7. The Deputy Registrars (Vigilance) will be given Identification cards from the Office of the Registrar of Co-op: Societies, for which a passport size photograph of the Deputy Registrar (Vigilance) may be furnished for further action. When an officer is transferred from the post of Deputy Registrar (Vigilance) he should surrender the identification card to this office, at the time of handing over charge of records and files to his successor.

8. The Joint Registrars (General) to whom the Deputy Registrars (Vigilance) are attached will provide them the necessary seating arrangements and with necessary furniture and other facilities in the office. They may also provide an almirah with lock and key for the safe custody of their files and records.

9. The Joint Registrars (General) of the Districts will provide the office vehicles to the Deputy Registrars (Vigilance) if requested by them subject to the convenience of the Joint Registrars.

10. The Deputy Registrars (Vigilance) will furnish the details of pending files/ petitions/cases registered by Police Criminal cases pending with the Courts etc. as on the date of their taking charge to the Joint Registrars (Vigilance of the Registrar of Co-operative Societies, Thiruvananthapuram, immediately.

11. The receipt of the circular may be acknowledged by all concerned.

For Registrar of Co-op: Societies

GOVERNMENT OF KERALA

Abstract

T.A. OFFICIAL JOURNEY OF GOVERNMENT EMPLOYEES BY TRAIN-ELIGIBILITY FOR II A.C. COACHES-ORDERS ISSUED.

FINANCE (EXPENDITURE-B) DEPARTMENT

G.O.(P) No. 1225/2000/Fin. Thiruvananthapuram, 17th October 2000

Read: **Lr. Dated 4-5-2000 from the General Secretary KSA. Thiruvananthapuram.**

ORDER

It has come to the notice of the Government that railway authorities have either stopped or reduced the I Class accommodation in almost all trains starting from Kerala by substituting II A.C. Accommodation. Accordingly the Employees who are eligible for travel in the I Class compartments as per existing T.A. rules cannot travel in the A.C. coaches and claim T.A. as there is no class of accommodation equivalent to the abolished I Class.

Government after having examined the matter in detail are pleased to order that Government employees, who are eligible to travel in I Class compartments will be entitled to travel in II A.C. coaches.

Formal amendment to K.S.R. will be issued separately.

By Order of the Governor
Vinod Rai
Principal Secretary (Finance)

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No. G3-30932/70. Office of the Registrar of Co-operative Societies
Trivandrum, 3rd September 1970

CIRCULAR No. 51/70

Sub: **Co-operative Societies - Subsidiary Rules - Framing of - Instructions issued.**

It is necessary that Co-operative Societies should conduct their business with speed and efficiency and that the chief Executives and other employees should each know his duties and responsibilities and carry them out promptly. The Registrar, therefore, consider that all Co-operative institutions should frame suitable subsidiary rules for the efficient conduct of their business with particular reference to the duties and responsibilities of their employees. Such rules should be well defined within the broad principle that the board of directors are primarily responsible for laying down general policies and directions, which the permanent staff are responsible for the day to day administration. Such rules would help the employees to know their work area and also facilitate the work of the higher executive in supervising and controlling the work of the subordinate offices without interference.

Although a uniform set of model subsidiary rules may not be applicable to all Co-operative Societies in view of the differences in their business activities, it is suggested that subsidiary rule may be framed dealing with the following among other matters:-

1. Hours of business and attendance of staff.
2. Procedure for receipt of money, passing of voucher, payments, persons competent to issue receipts, sales chits, and this person responsible for custody of cash during the business hours, (duties of accountant, cashiers, etc. should be well defined.
3. Persons responsible for maintenance of stocks in godown and the nature of their responsibility (Joint or several) duties of branch managers, godown keepers, Secretary etc. in this matter should be well defined).
4. Procedure for operating overdrafts for other accounts, persons competent to issue or sign cheques, and the maximum limits up to which each can operate the accounts (provision for the discharge of their functions in the absence from headquarters, etc. of the person or persons entrusted with their duties should also be made clear)
5. Persons responsible for the maintenance of the various register and account books and for the safe custody of records and proposals. Persons responsible for carrying on correspondence.

6. Powers of Secretary, or Manager or other Chief Executives in respect of office management (distribution of work, discipline and conduct of staff, disciplinary powers against members of staff etc.)
7. Leave rules for the staff of offices competent to sanction leave for employees including top executives.
8. Scale of Travelling Allowance to the officers and other employees of the society.
9. Arrangements for carrying on the routine business of the society in the absence of the Secretary or the executive head.
10. Powers and duties of the subcommittees if any.

The above broad lines on which subsidiary rules are to be made, are intended to cover all possible matters concerning the business of the societies. Deputy Registrars are requested to see that all Co-operatives frame subsidiary rules with due regard to the points noted above as well as local needs. In cases where subsidiary rules are already in force, the officers may re-examine then and indicate suitable amendments if necessary. The rules should be simple and flexible and should have, as their main purpose, the quick despatch of business and the fixation of responsibility on the persons responsible for the management and administration of the Co-operative Societies.

K. Krishnan Nambiar
Registrar of Co-operative Societies

\ ¼À kn.Pn.(1) 18081/98 — k l IcW kwLw cPn k{Smdm ^o kv, Xncph\´]pcw, 13þ5þ98

kÀ¡peÀ \¼À 16/98

hnj bw: **kwkYm\s¯ {]mYanI ImÀjnI hmbv]m k l IcW kwL§fnse Poh\¡mÀ¡v NpaXe IÄ \nivNbn¨v** കൊണ്ടുളള സബ് റൂളുകൾ അംഗീകരിക്കുന്നതു സംബന്ധിച്ച്.

kqN\: **hnZKv² kanXnbpsS dnt¸mÀ«v**

kwkYm\s¯ {]mYanI ImÀjnI hmbv]m k l IcW kwL§fpsS {]hÀ¯\w]Tn¨v \nehmcw sa¨s¸Sp¯p¶Xn\v cq]oIcn¨ hnZKv² kanXn kaÀ¸n¨ dnt¸mÀ«nÂ kwkYm\s¯ kÀhok v k l IcW kwLw/_m¦v ^mÀtagk v kÀhok v k l IcW _m¦v F¶o k l IcW kYm]\§fnse Poh\¡mÀ¡v Hmtcmcp¯À¡pw tPmen `ാരം നിശ്ചയിച്ച്കൊണ്ട് അതാതു സംഘങ്ങൾ സബ്റൂളുകൾ തയ്യാറാക്കേണ്ടതാണെന്ന് ശുപാർശ ചെയ്തിട്ടുണ്ട്. ഈ

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Imcyw]cnt im[n¨XnÂ Sn ip]mÀi \S¸nem¡p¶X kwL § fpsS kpKaamb {]hÀ¯ \¯n\ IqSpXÂ {]tbmP\Icambncn¡psa¶ ImWp¶Xn\mÂ BbX AwKoIcn¡pIbpwXmsg]dbp¶ \nÀt±i § Ä]pds¸Sphn¡pIbpw sN¿p¶p.

kwkYm\s¯ FÃm{]mYan I ImÀjnI hmbi]m kwL § fpw, ^mÀtag k kÀhok k I IcW _m¦pIfpw DÄs¸sS AXmXp _m¦nse Hmtcm ഉദ്യോഗസ്ഥന്റേയും ചുമതലകൾ വ്യക്തമായി നിശ്ചയിച്ചുകൊണ്ട് സബ്റൂളുകൾ തയ്യാറാക്കി അതാതു ജില്ലയിലെ ജോയിന്റ് രജിസ്ട്രാറുടെ അംഗീകാരം വാങ്ങേണ്ടതാണ്. C{]Imcw k_dqfpÄ X¿mdm¡pt¼mÄ AXmXp kwL¯nsâ {]hÀ¯\w IW¡nseSp¯ AXnsâ kpKaamb {]hÀ¯\¯n\ A\ptbmPyamb hn[w വേണം സബ്റൂളുകൾ തയ്യാറാക്കേണ്ടത്. മേൽപ്പടി സബ്റൂളുകൾ `cW kanXn AwKoIcn¡pIpw Sn Xocpam\t¯msSm¸w AwKoImc¯n\mbn tPmbnâ രജിസ്ട്രാർക്ക് അയക്കേണ്ടതാണ്.

C{]Imcw AwKoIcn¨ k_dqfpIÄ¡ A\pkcWw kwL¯nse ഓരോ ജീവനക്കാരും പ്രവർത്തിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തുന്നതിനുള്ള പൂർണ്ണ D¯chmZnXzw kwLw `cW kanXn¡mbncn¡p¶XmW.

k I IcW kwLw cPn k{SmÀ

\¼À C.Fw.(3) 7930/98

k I IcW kwLw cPn k{Smdm^o k, Xncph\´]pcw, 24þ11þ98

kÀ¡peÀ \¼À 50/98

hnjbw: **¢mÊn^nt¡j³ {]Imcw CÃm¯ XkXnI IÄ ^oUÀ ImäKdn dqfnÂ DÄs¸Sp¯n AwKoImcw \ÂIp¶X kw_Ôn¨.**

സംഘങ്ങളുടെ ഫീഡർ കാറ്റഗറി റൂളിൽ പ്രമോഷനു വേണ്ടി ക്ലാസ്സിഫിക്കേഷൻ hyh kY{]Imcw CÃm¯ Xpw \nba\m\phmZw e`n¨n«nÃm¯ Xpamb XkXnI IÄ DÄs¸Sp¯n AwKoIcn¨p\ÂIpIbpw, ^oUÀ ImäKdn dqfnsâ ASnkYm\¯nÂ, XkXnI ¡ A\phmZw CÃmsX Xs¶ DtZymK¡bäw \ÂIpIbpw sN¿p¶ പ്രവണത കണ്ടു വരുന്നുണ്ട്. അനുവാദം ഇല്ലാത്ത തസ്തിക ഫീഡർ കാറ്റഗറി റൂളിൽ DÄs¸Sp¯n AwKoImcw \ÂIm³]mSnÃm¯XmW. kwL § fnÂ]cnt im[\ നടത്തി ഇക്കാര്യം ബോദ്ധ്യപ്പെടേണ്ടതും തസ്തികാനുവാദം കൂടാതെ ഫീഡർ കാറ്റഗറി സബ്റൂളിനു അംഗീകാരം നൽകിയിട്ടുണ്ടെങ്കിൽ ആയത് പുന:പരിശോധനക്ക് വിധേയമാക്കേണ്ടതുമാണ്. ഇക്കാര്യത്തിൽ എല്ലാ ജോയിന്റ് രജിസ്ട്രാർമാരും അടിയന്തിര നടപടി സ്വീകരിക്കേണ്ടതാണ്.

joem tXmak sF. F. F k.
k I IcW kwLw cPn k{SmÀ

No.EM.41200/80. Office of the Registrar of Co-operative Societies
Trivandrum, 1-10-1980

CIRCULAR No. 65/80

Sub: **K.C.S. Rule 183 - Age limit for direct appointment in Co-operative institutions-Regarding.**

It is brought to the notice of this office that the provisions to Rule 183 of the Rules under Section 80 of the K.C.S. Act as amended in G.O. MS. No. 367/79/AD dated 27-11-1979 and published in Kerala Gazette dated 9th October 1979 are not strictly followed by Co-operative Institutions while inviting applications for appointment to various posts. The age limit prescribed for appointment should also be specifically indicated in the advertisement. According to the said Rule, a candidate for direct recruitment must have completed 18 years of age and must not have completed 37 years of age on the first day of July of the year in which applications for appointment are invited, provided that the upper age limit shall be relaxed by 5 years for members of Scheduled Tribe and Scheduled Caste and 3 years for other backward classes. In the case of applicants who are employees of Co-operative Societies of appointment in Apex Societies and other societies having one or more District as area of operation, the maximum age limit shall be 50 years. A copy of the amendment is enclosed for information.

(Sd/-)
For Registrar of Co-operative Societies

No. EM.51368/80. Office of the Registrar of Co-operative Societies
Trivandrum, 19-5-1981

CIRCULAR No. 23/81

Sub: **Age of retirement of employees of Co-operative Institutions-Relief consequent on retirement-instructions issued.**

According to Rule 183 (2) of the rules under section 80 of the Act, no employee shall be eligible to continue in the service of a society after he attains the age of 58 years. There is no provision in the Act and Rules to exempt any person from the operation of the rule or to sanction extension of the term of Service any further beyond the age of 58.

But in several cases it is seen that employees who are due for retirement apply for extension of service and pending orders thereon such employees are

allowed to continue in service anticipating orders on the request for extension. In as much as there is no provision to give extension of service beyond the age of 58 no employee should be allowed to continue in service after he attains the age of 58.

All the Co-operative Institutions are hereby informed that unauthorised extension of service beyond the age of 58 should not be allowed to employees and that the provisions in Rule 183 (2) should be followed strictly.

M. S. Joseph
Registrar of Co-operative Societies

kn. _n.3/1308/86

k l IcW kwLw cPnk{Smdm^ok,
Xncph\´]pcw, 31þ5þ1986

kÀ¡peÀ \¼À 28/86

hnjbw: **k l IcW kYm]\§Äþ\nba\¯nse A]mIXIÄ kw_Ôn¨v**

Nne PnÃm k l IcW _m¦pIÄ DÄs¸sSbpff GXm\pw k l IcW kYm]\§Ä Un¸mÀ«psaâns â ap³ Iq«nbpff A\phmZtam AwKoImctam CÃmsX k l IcW N«¯nse A\p_Ôw 3 Â hyhkY sNbXncn¡p¶XnÂ IqSpXembn]pXnb XkXnI IÄ krjSn¡pIbpw AXnÂ \nba\w \S¯pIbpw sN¿p¶Xmbn Cu B^oknsâ {i²bnÂs¸«ncn¡p¶p. C{]Imcw A\phmZanÃmsX \nba\w \S¯nb \S]Sn AwKoIcn¡Wsa¶v ImWn¨pw ചില ബാങ്കുകൾ പിന്നീട് അപേക്ഷയും സമർപ്പിച്ചിട്ടുണ്ട്. സഹകരണ നിയമത്തിലേയും N«§fnte bpw hyhkYIÄ¡pw C¡mcy¯nepff cPnk{SmdpsS \nÀt±i§Ä¡pw hncp²ambn«mWv]e kYm]\§fpw \nba\w \S¯p¶sX¶v പല പരാതികളും ആക്ഷേപങ്ങളും ഉണ്ടായിട്ടുണ്ട്. അത്തരം ചില പരാതികളിൽ കഴമ്പുണ്ടെന്ന് അന്വേഷണത്തിൽ തെളിഞ്ഞിട്ടുമുണ്ട്.

Znhk¡qen hyhkYbnÂ Poh\¡msc \nban¡p¶ {]hWX]e സ്ഥാപനങ്ങളിലും ഉള്ളതായി കണ്ടിരിക്കുന്നു. ദിവസക്കൂലിയിൽ നിയമിച്ച് കുറച്ചു \mÄ Ign ª v]n¶oSv Ahsc]ncn¨p hnSphm³ sXmgnÂ \nba§Ä A\phZn¡p¶nÃ F¶ hmZKXnI fpw Nne kYm]\§Ä]pds¸Sp വിക്കാറുമുണ്ട്. k l IcW \nba¯nsebpw N«§fntebpw hyhkYItfbpw cPnk{SmdpsS \nÀt±i§tcbpw adn IS¶v AhnI nXambn \nba\w \S¯pIbmWv CXns\ ]pdIepff Dt±isa¶v hyIXamWv. C{]Imcapff {IacInXamb \S]SnIÄ A\phZ\obasÃ¶v HmÀ½s¸Sp¯p¶ tXmsSm¸w DtZymK\nba\ \S]SnIfnÂ Xmsg]dbp¶ Imcy§Ä k l IcW kYm]\§Ä IÀi\ambn]men¨ncn¡Wsa¶v \nÀt±in¡pIbpw sN¿p¶p.

k l IcW kÀ¡peÀ kaml mcw

1. FÃm \nba\ § fpw k l IcW \nba¯nte bpw N« § fnte bpw hyh kYI Ä ¡pw cPn k{SmdpsS \nÀt±i § Ä ¡pw A\p krX amb ncn¡ Ww.]co£m tbmKyX, hbk¢n]XX,]«n I PmXn/]«n I hÀ¤ ¡mÀ¡pff dnkÀth j ³, k l IcW N«w 187 Â]d ª ncníp ¶Xpt]mse A¸I k s^UdÂ kwL §Ä AXnsâ AwKkwL ങ്ങളിലെ ജീവനക്കാർക്ക് മാറ്റി വക്കേണ്ട 50% ഒഴിവുകൾ എന്നിവ കൃത്യമായും]men¨ncn¡ Ww.

2. k l IcW N«w 3 Â hyh kY sNbXncn¡p¶XnÂ IqSpXembn X kXn I tNÀ¡p¶Xn\ cPn k{SmdpsS I mte Iq«nbpff A\phmZw hm§nbncn¡ Ww.

3. cPn k{SmdpsS A\phmZanÃmsX X kXn I I Ä krj Sn¡phmt\m A{]Imcapff X kXn I I fnÂ \nba\w \S¯phmt\m]mSnÃ. \nba\w \S¯nb ti jw AX AwKoIcn¨ XcWsa¶ B h iyw bmsXmcp ImcWh imepw AwKoIcn¡pIbnÃ.

4. Znh k ¡qen hyh kYbnÂ B tcbpw \nban¡phm³]mSnÃ. A§s\ നിയമിക്കപ്പെട്ടിട്ടുള്ളവരുണ്ടെങ്കിൽ അവരെ ഉടനടി പിരിച്ചു വിടേണ്ടതാണ്.

5. രജിസ്ട്രാറുടെ അനുവാദമില്ലാതെ തസ്തികകൾ സൃഷ്ടിച്ചിട്ടുണ്ടെങ്കിൽ അവ ഉടനടി നിറുത്തൽ ചെയ്യേണ്ടതാണ്.

taÂ¸d ª \nÀt±i §Ä FÃm k l IcW kYm]\ § fpw IÀi \ambn]men¨ncn¡ Wsa¶ D]tZi n¡p¶p. Cu \nÀt±i § fpsS ewL \wKpcpXcamb hogNbmbn ImWpsa¶pw AX kw_Ôn¨ taÂ \S]SnI Ä kzoIcnt¡ ണ്ടിവരുമെന്നും അറിയിക്കുന്നു.

PnÃbnse tPmbnâ cPn k{SmÀamcpw Xmeq¡nse A knkäâ cPn k{SmÀ (P\dÂ)amcpw Cu \nÀt±i §Ä FÃm kwL § fptSbpw {i ²bnÂ കൊണ്ടുവരേണ്ടതാണ്.

sI. hn. \¼ymÀ
k l IcW kwLw cPn k{SmÀ

No.SCT (4) 51875/86. Office of the Registrar of Co-operative Societies, Trivandrum, 31-12-1986

CIRCULAR No. 54/86

Sub: **Scheduled Castes and Scheduled Tribes candidates-Appointment in Co-operative Institutions-Maintenance of list of qualified persons.**

The State Government have recently issued instructions in the form of an ordinance to the effect that 10% of the total vacancies arising in Co-operative

institutions should be reserved to candidates belonging to Scheduled Castes/Scheduled Tribes Communities. Despite the above instructions, it has been observed that even now proper representation is not being received by the qualified candidates belonging to the communities said above in the appointments in Co-operative institutions. Since the social as well as financial conditions of the members belonging to Scheduled Castes/Scheduled Tribes communities have not improved to the desired extent, it is only just and proper to ensure them due representation in the appointments in Co-operative institutions also as in the case of the various Departments of Government.

At present the State Co-operative Union is maintaining a District wise list of candidates belonging to Scheduled Caste/Scheduled Tribe communities and who have successfully undergone the J.D.C./H.D.C. The State Co-operative Union has been requested from this office to advice the names of such qualified persons as and when requested by the societies concerned. In this connection all the Co-operative institutions are requested to approach the Secretary, State Co-operative Union for advice of names of qualified candidates belonging to Scheduled Castes/Scheduled Tribes for appointment in the respective Society where vacancies arise. The Societies are also requested to see that 10% of the posts reserved for Scheduled Castes/Scheduled Tribes are not filled up with others on the plea that candidates belonging to Scheduled Castes/Scheduled Tribes are not available unless it is informed by the Secretary, State Co-operative Union that candidates belonging to the communities said above are not available for advice.

K. V. Nambiar
Registrar of Co-operative Societies

kn. _ n.3/62756/86.

k l IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 30þ1þ1987

kÀ¡peÀ \¼À 5/87

hnjbw: **tIcf k l IcW kwLw \nbawþ80 mw hIp¸n\v hncp²ambn \nba\w \ÂIs¸« DtZymKkvY³amsc]ncn¨p hnSp¶Xv kw_Ôn¨v**

k l IcW kwL § fnÂ \nban¡s¸Sp¶Xn\v k l IcW \nba¯nepw ചട്ടങ്ങളിലും നിശ്ചയിച്ചിട്ടുള്ള പരീക്ഷാ യോഗ്യതകൾ ഉണ്ടായിരിക്കേണ്ടതാണെന്നും A{]Imcw tbmKyXbnÃm¯ hÀ¡v cPnk{SmdpsS ap³Iq«nbpff A\phmZw

k l IcW kÀ¡peÀ kam I mcw

I qSmsX \Â I s¸Sp¶ \nba\w kzbtah A km[phmsW¶pw 1986 se s I .F Â.än.801 Â dnt¸mÀ«p sNbXn«pff hn[n\ymb¯nÂ _ I pam\s¸« t I cf ss I t ¡mSXn hn[n¨ncn¡p¶p. {] kXpX hn[n\ymb¯nsâ] I À¸ CtXmsSm¸w A b ¡p¶p.

cPn k {SmdpsS ap³ I q«nbpff A \phmZw CÃmsX 188þmw N«{] I mcw A \phZn¨n«pff X k Xn I I Ä ¡ A XoXambn]pXnb X k Xn I I Ä k r j Sn ¡p¶ Xnt\m A{] I mcw k r j Sn ¡p¶ X k Xn I I fnÂ \nba\w \S¯p¶ Xnt\m kwL § Ä ¡ A [n I mcw CÃ. C{] I mcw Dff \S] Sn I Ä \nbahncp²amW. N« § Ä ¡ hncp²ambn \S¯p¶ \nba\w A ¡mcW¯mÂ Xs¶ kzbta A km[phmW. A hÀ ¡ bmsXmcp \nba]cnc£ bpw e`n ¡p¶ XÃ. A hÀ ¡ kÀhoknÂ XpScm\pff AÀ I XbpanÃ. C ¡mcyw 1986 കെ.എൽ.റ്റി.801 ൽ വ്യക്തമാക്കിയിട്ടുണ്ട്.

B bXn\mÂ \nbahncp²ambn kwL § fnÂ GsX¦nepw \nba\w നടത്തിയിട്ടുണ്ടെങ്കിൽ അത്തരം നിയമനങ്ങൾ റദ്ദാക്കപ്പെടേണ്ടതാണ്. C¯c¯nepff \nba\ § Ä {i ² bnÂs¸«mÂ DS³ Xs¶ A{] I mcw \nban ¡s¸«hsc]ncn¨p hnSphm³ tPmbnâ cPn k {SmÀamÀ kwL § Ä ¡ നിർദ്ദേശം നൽകേണ്ടതാണ്.

s I . sP. tXmak
k l IcW kwLw cPn k {SmdpsS NmÀP hI n ¡p¶
A Uo j WÂ cPn k {SmÀ(I ¬ k }aÀ)

C. F w.2/26908/87

k l IcW kwLw cPn k {Smdm^ok,
Xncph\´]pcw, 13þ5þ1987

kÀ¡peÀ \¼À 20/87

hn j bw: **k l IcW k Ym]\ § fnÂ {]mb]cn[n Ign ª /s] ³ j ³]änb Poh\ ¡msc \nban ¡p¶X kw_Ôn¨.**

1969 se t I cf k l IcW kwLw N«w 183 (2) se hyh k Y A \p k cn¨ 58 hbÊp Ign ª bmsXmcp Poh\ ¡mc\pw kwLw kÀhoknÂ XpScphm³ AÀ I XbnÃ. F¶mÂ CXn\p hncp²ambn {]mb]cn[n Ign ª Poh\ ¡msc]cnPRm\¯ntâ bpw]cnNb¯ntâ bpw aäpw t]cnÂ]pXnb X k Xn I I Ä k r j Sn¨pw AÃmsXbpw A XmXp kwL § fnÂ XpScp¶ Xnt\m CXc kwL § fnÂ]p\À \nba\w \S¯p¶ Xnt\m Dff {] hWX kwL § fnÂ CubnsS hfÀ¶p hcp¶ Xmbn I mWp¶p. I qSmsX kwk Ym\ kÀ¡mÀ, t I {µ kÀ¡mÀ s]mXptaJem k Ym] \ § Ä F ¶nhnS § fnÂ \n¶pw s] ³ j ³]änb ഉദ്യോഗസ്ഥൻമാർക്ക് സംഘങ്ങളിൽ പുനർ നിയമനം നൽകി വരുന്നുണ്ട്.

\nba\ §Ä

2. kzm`mhnIambpw, s]³j³ ]änb ti jw/{]mb ]cn[n Ign ª ]p\À\nba\w \ÂInbhÀ¡ D¯chmZnXzt_m[w IpdhmIm\mW km²yX. എന്നാൽ ഇതുമൂലം സംഘങ്ങൾ വഹിക്കേണ്ടി വരുന്ന സാമ്പത്തിക ഭാരം താരതമ്യേന IqSpXepw IqSmsX kwLw Poh\¡mcpsS CSbnÂ A kwXr]Xn Dfhm¡p¶Xn\pw Hcfhp hsc A`ykX hnZycpsS CSbnepff sXmgnenÃmbà hÀ²n¡phm\pw taÂ]d ª]p\À\nba\ §Ä ImcWamIp¶p. XÂ^eambn സംഘങ്ങളുടെ പ്രവർത്തനത്തിൽ കോട്ടമുണ്ടാകാനും സാദ്ധ്യതയുണ്ട്. C¡mcW §Ä IW¡nÂ FSp¯pw kwL §fpsS D¯a XmÂ]cyw em¡m¡nbpw {]mb]cn[n Ign ª hsc/s]³j³]änbhsc kwL §fnÂ നിയമനം നൽകുന്ന പ്രവണത നിരുത്സാഹപ്പെടുത്തേണ്ടത് അത്യന്താപേക്ഷിതമാണ്.

3. taÂ kmINcy¯nÂ kwL §fnÂ Poh\¡mÀ¡]p\À\nba\w \ÂIp¶ Imcy¯nÂ Xmsg]dbp¶ \nÀt±i §Ä]pds¸Sphn¡p¶p.

(1). AwKoIcn¨ këm^]mtäWn\XoXambn bmsXmcp XkXnIbpw XmÂ¡menImSnkYm\¯ntem tIm¬{SmIä hyhkYbntem atäm cPnk{SmdpsS ap³ Iq«nbpff A\phmZanÃmsX krjSn¡phm³]mSpffXÃ.

(2) bmsXmcp kwL¯nepw bmsXmcp XkXnIbnepw{]mb]cn[n Ign ª kwLw Poh\¡mtcbpw s]³j³]änb kwkYm\ kÀ¡mÀ/tI{µ kÀ¡mÀ /s]mXptaJem kYm]\ §Ä F¶nhnS §fnse Poh\¡mtcbpw bmsXmcp ImcWhimepw \nbanícphm³]mSpffXÃ.

(3) GsX¦nepw kwL¯nÂ GsX¦nepw XkXnIbnÂ]p\À \nba\w \ÂInb kwLw Poh\¡mtcm kwkYm\ kÀ¡mÀ/tI{µ kÀ¡mÀ /s]mXptaJem kYm]\ §Ä F¶nhnS §fnse Poh\¡mtcm XpScp¶]£w AhcpsS tkh\w Ahkm\n¸n¨ AXmXp kwL¯nÂ \n¶pw ഉടനടി പിരിച്ചു വിടേണ്ടതാണ്.

(4) kwL¯nÂ Poh\¡msc t\cn«p \nban¡pt¼mÄ tIcf kIIcW N«w 183 (1) Â]d ª ncn¡p¶ {]mb]cn[n IÀi\ambpw പാലിച്ചിരിക്കേണ്ടതാണ്.

taÂ]d ª \nÀt±i §Ä FÃm kwL §fpw IrXyambn പാലിക്കുന്നുണ്ടെന്ന് ജനറൽ അസിസ്റ്റന്റ് രജിസ്ട്രാർമാരും ജോയിന്റ് രജിസ്ട്രാർമാരും ഉറപ്പു വരുത്തേണ്ടതാണ്.

sI. hn. \¼ymÀ
k I IcW kwLw cPnk{SmÀ

k l IcW kÀ¡peÀ kam l mcw

No.G-43765/87. Office of the Registrar of Co-operative Societies
Trivandrum, 27-8-87

CIRCULAR No. 38/87

Sub: **Appointment in Co-operative Societies- 10% reservation to Scheduled Castes/Scheduled Tribes- instances of noncompliance noticed-instructions issued.**

Ref: **This office Circular No. 14/87 dated 4-4-87 (in File No. G-18187/86)**

As per the Kerala Cooperative Societies (Amendment) Act, 1986 (Act 29 of 1986) a new Sub-Section (4) was added to Section 80 of the Kerala Co-operative Societies Act, 1969 and the provisions of which had given retrospective effect from 25th February, 1985. According to this Sub-Section, ten percent of the posts of employees of every Society shall be reserved for appointment from persons belonging to the Scheduled Castes and Scheduled Tribes where the method of appointment to such posts is by direct recruitment. In the light of the above provision, instructions have already been given to all Joint Registrars in the Circular cited to ensure the implementation of the provision regarding reservation in Co-operative institutions as and when appointment is made in such institutions. But certain instances of noncompliance of the stipulation in the Act regarding reservation to Scheduled Castes/ Scheduled Tribes communities in Co-operative Societies have come to the notice of this office.

2. All Joint Registrars are requested to ensure that the 10% reservation to Scheduled Caste/Scheduled Tribe candidates in Co-operative Societies is strictly complied with in spirit and letter. Any failure on the part of any Society to comply with this reservation will entail severe action against the committee in office under the provisions of the Act.

3. The Joint Registrars will instruct the field staff working under them to look into this aspect during their periodical inspections (surprise & detailed) visit etc. and report instances of noncompliance to the Joint Registrar for further action. The Assistant Registrars (Vigilance) will also ensure during their inspections, enquiries, etc. that the necessary reservation for Schedules Castes/Scheduled Tribes communities in the appointment made by societies is given and any lapse on the parts of societies is brought to the notice of Joint Registrar concerned with a special report for necessary follow up action.

4. The Auditors of Cooperative Societies will also specifically examine this issue during the audit of societies and report the noncompliance, if any, to the notice of concerned Joint Registrar through the Deputy Registrar (Audit).

K. J. Thomas
Additional Registrar of Cooperative Societies, (Credit)

No.EM (2) 1674/89 Office of the Registrar of Co-operative Societies
Trivandrum, 2-5-1989

CIRCULAR No. 26/89

Sub: **Co-operation Department-Employees of Co-operative Societies-Employment assistance to dependants of employees dying in harness-Furnishing of application-Instruction issued.**

Ref: **G.O.(Ms.) No.43/88/Coop. Dated 13-10-1988.**

As per the G.O. cited Government have issued orders incorporating amendment to the Kerala Co-operative Societies Rules, introducing a new Rule 188 A, making necessary provision to give employment assistance to the dependants of employees of Co-operative Societies, dying in harness. It is seen that the applications received for the employment assistance under the above said scheme are often devoid of essential details rendering it impossible to examine the case in the light of the G.O. cited. The following instructions are therefore issued with regard to the procedure to be followed in the submission of applications for employment assistance under the said scheme and for their disposal.

(1). It shall be competent for the committee of a society to appoint a person, who is a dependant of an employee, who dies while in service, with the prior concurrence of the Registrar of Co-operative Societies. The application for such appointment, should therefore, be submitted by the eligible dependant in the ‘Form A’ appended to the president of the society concerned.

(2). The list of relatives of the deceased employee, eligible for employment assistance under the rules has been given in the G. O. cited. The application for appointment under the scheme shall be made by the dependant within one year from the date of death of the employee, where the dependant happens to be a minor the application shall be submitted within a period of 3 years from the date of

attaining the age of majority. In case the application for employment assistance under the scheme is furnished by a dependant, not in accordance with the priority assigned in the rules, the persons who have higher priority for such employment assistance over the applicant shall furnish an unconditional statement agreeing to forfeit their claim for employment assistance under the scheme and giving consent to give appointment under the scheme to the applicant. A specimen form for giving the consent is appended as “Form B”.

(3). The Board of Directors/Committee of the society concerned shall consider the application with reference to the rules issued in the G.O. cited and take a decision on the request for employment assistance. A Model form of Resolution to the adopted in the matter is appended as “Form C”.

(4). The application in “Form A”, the agreement in “Form B” and the Board Resolution in “Form C” shall be forwarded by the society concerned to the Joint Registrar of the District. In the case of Apex Societies and Co-operative Institutions having area of operation extending to one District and above the applications may be furnished to Registrar of Co-operative Societies direct by the Society concerned.

(5). Registrar of Co-operative Societies/Joint Registrar of Co-operative Societies of the District as the case may be will communicate his decision on the applications thus received as early as possible. No appointment under the scheme shall be made without the prior concurrence of the Registrar/Joint Registrar of the District as the case may be in writing.

(6). Joint Registrars are requested to bring the contents of this circular to the notice of the field officers as well as the societies under their administrative control and ensure that all appointments made hereafter in the societies under the scheme conform to the guidelines issued in the G.O. cited. The receipt of the circular should be acknowledged.

P. Prabhakaran
Registrar of Co-operative Societies

\ßba\ §Ä

FORM-A

Application for employment assistance under Rule 188-A,
Kerala Co-operative Societies Rules.

(Vide circular No.26/89 dated 2-5-1989 of Registrar of Co-operative Societies)

A. Details of the dependant applicant:

1. Name in full (in Block Letters) :
2. House Address :
3. Date of Birth (in figures and words) (Enclose attested copy of proof of Date of Birth) :
4. Qualifications (Enclose attested copy of certificates) :
5. Relationship with the deceased employee :
6. Name of Co-operative Society and the post to which appointment is applied for :

B. Details of the deceased employee

1. Name in full :
2. House address at the time of death :
3. Date of Death :
4. Name of Co-operative Society in which employed at the time of death and the post held :
5. Date of first joining duty in the society mentioned in Col.4, and the post in which joined. :
6. Total Service in the Society as on the date of death : Y . M . D .

C. Details of dependants of the deceased employee:

Relationship	Name	Date of Birth	Occupation
Widow/Widower			
Son			
Daughter			
Brother			
Sister			
Father			
Mother			
Nephew/Niece			

D. Other details in respect of the applicant

1. Whether the applicant has ever been convicted in a criminal case. If so give full details. :
2. Whether any criminal case is pending against the applicant :
3. Whether 2 Conduct Certificates have been enclosed. (Conduct certificates issued by an MP/MLA/Panchayat President, Municipal Chairman, Corporation Mayor, Gazetted Officers may be accepted). :
4. Whether the undertaking from the dependants, who have higher priority for the employment assistance has been enclosed, (giving consent to give the appointment to the applicant) :
5. Whether Medical Fitness Certificate has been enclosed. :

I..................do hereby declare that the particulars given above are true to the best of my knowledge and belief. I also agree to the appointment secured by me under the scheme being terminated without notice in the event of any misrepresentation or suppression of material facts on my part being detected subsequently.

Place:

Date: SIGNATURE OF APPLICANT

FORM-B

(Vide Circular No. 26/89 dated: 2-5-1989 of Registrar of Co-operative Societies)

We, the undersigned, are the dependants of Late

Sri ....
....

(Name and address) who died while in service of the ....
....

(Name and address of the society). We hereby agree to forfeit our claims for employment assistance (under the Rules for giving employment assistance to the dependants of Co-operative employees who die while in service) in favour of Sri/ Smt..
....
(Name and address), who is the ....
(give relationship) of the deceased employee, we also hereby give our unconditional consent to give the appointment under the Rules to Sri
.... mentioned above.

Name and Address	Relationship with the deceased	Signature
1.		
2.		
3.		
4.		

Signature in my presence

Witness (1)

(2)

(N.B. Witness should be gazetted officers of the State Government)

FORM-C

(Vide Circular No. 26/89 dated 2-5-1989 of Registrar of Co-operative Societies)

The application dated ....

Submitted by (Name and address) ....

Who is the (Relationship) ....

Of Late Sri ....
....

(Name and address of the deceased employee) who was working as ....

(designation) in this society has been considered in the light of Rule 188 A, Kerala Co-operative Societies Rules. He has passed .... and is qualified for the post of .... in the Society. He is eligible for the appointment as per the Rules. There is a vacancy of .... in the society for giving the appointment to the applicant. It is therefore resolved that Sri/Smt .... may be appointed as a .... in the society under the scheme for giving employment assistance to dependants of co-operative employees dying in harness. Also resolved to request Registrar of Co-operative Societies/joint Registrar for concurrence as required in the Rules.

k l IcW kÀ¡peÀ kaml mcw

\¼À F k.än(1) 42021/89 | k l IcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 27þ7þ1989

kÀ¡peÀ \¼À 46/89

hnjbw: **k l IcW kYm]\§fnse \nba\§fnÂ]«nIPmXn]«nI hÀ¤¡mÀ¡ 10% {]mXn\n[yw Dd¸phcp¯p¶Xp kw_Ôn¨.**

1. tIcf k l IcW kwL§Ä (t`ZKXn) \nbaw, 1969 (1989 se 29 mw B IS) A\pkcn¨ 1969 se tIcf k l IcW kwLw \nba¯nse 80 mw hIp¸nÂ (4) എന്നൊരു പുതിയ ഒരു ഉപവകുപ്പ് കൂട്ടിച്ചേർത്തിട്ടുണ്ട്. 25–2–1985 മുതൽ പ്രാബല്യത്തിൽ h¶ Sn \nba¯nsâ ASnkYm\¯nÂ t\cn« \nba\w \S¯p¶ sam¯w XkXnI IfpsS 10%]«nIPmXn]«nI hÀ¤¡mÀ¡mbn kwhcWw ചെയ്യേണ്ടതാണെന്നും ഇപ്രകാരം ടി തീയതിക്കു ശേഷം നടത്തുന്ന നേരിട്ടുള്ള നിയമനങ്ങൾക്ക് സംവരണം കർശനമായി നടപ്പിലാക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതാണെന്നും 25–2–1985 നു ശേഷം നടന്ന നേരിട്ടുള്ള നിയമനങ്ങളിൽ 10% പ്രാതിനിധ്യം നൽകുന്നതിൽ എന്തെങ്കിലും കുറവ് ഉണ്ടായിട്ടുള്ള പക്ഷം ആയത് ഭാവിയിലുള്ള നിയമനങ്ങളിൽ നികത്തേണ്ടതാണെന്നും ബന്ധപ്പെട്ട വകുപ്പുദ്യോഗസ്ഥൻമാർ മുഖേന എല്ലാ സംഘങ്ങളുടേയും ശ്രദ്ധയിൽ കൊണ്ടു വന്നിരുന്നു. ഈ നിയമം കർശനമായി പാലിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തണമെന്ന് hIp¸ptZymKkY³amÀ¡pw \nÀt±iw \ÂInbncp¶p. F¶mÂ Sn \nÀt±i§Ä പൂർണ്ണമായി പാലിക്കുന്നില്ലെന്ന് രജിസ്ട്രാറുടെ ശ്രദ്ധയിൽ പെട്ടിട്ടുണ്ട്.

2. tIcf \nbak`bpsS ]«nIPmXn ]«nI hÀ¤ t£a kanXn k l IcW taJebnepff kYm]\§fnÂ ]«nIPmXn ]«nI hÀ¤¡mÀ¡pff {]mXn\n[yw kw\_Ôn¨ ]cntim[\\S¯p¶Xnsâ `mKambn kwkYm\ k l IcW _m¦, PnÃm k l IcW _m¦pIÄ F¶o kYm]\§fnÂ \n¶pw _Ôs¸« DtZymKkY³amcnÂ \n¶pw sXfnshSp¸ \S¯pIbpw C{]Imcw \S¯nb sXfnshSp¸pIfnÂ IqSn e`yamb hnhc§fpsS ASnkYm\¯nÂ kanXnbpsS 9þmw dnt¸mÀ«nÂ]«nIPmXn]«nI hÀ¤¡mÀ¡pff 10% kwhcWw \S¸nem ക്കുന്നതിലുണ്ടായിട്ടുള്ള പോരായ്മകൾ ചൂണ്ടിക്കാണിക്കുകയും, എല്ലാ kwL§fnepw Cu \nba]camb {]mXn\n[yw Dd¸p hcp¯p¶Xn\ അനുവർത്തിക്കേണ്ട ചില നിർദ്ദേശങ്ങൾ ഉൾക്കൊള്ളിക്കുകയും ചെയ്തിട്ടുണ്ട്.

Sndnt¸mÀ«nsâ \nÀt±i§Ä¡\pkcWambn k l IcW kYm]\§Ä¡ നിർദ്ദേശം നൽകണമെന്നും നിയമനങ്ങളിൽ വേണ്ടത്ര പ്രതിനിധ്യം പാലിക്കാത്ത CS§fnÂ B sshIeyw \nI¯p¶Xn\pff kXzc \S]SnssIs¡mffWsa¶pw സർക്കാർ നിർദ്ദേശിച്ചിട്ടുണ്ട്. മേൽ സൂചിപ്പിച്ച പശ്ചാത്തലത്തിൽ ടി റിപ്പോർട്ടിന്റെ]cmaÀi§fpw A`n{]mb§fpw IqSn IW¡nseSp¯ Xmsg]dbp¶ \nÀt±i§Ä]pds¸Sphn¡p¶p.

\nba\ § Ä

1. 25þ2þ1985 \p t i j w \S ¯ nb t\cn«pf f \nba\ § fnÂ]«n I PmXn]«n I h ർഗ്ഗക്കാർക്ക് 10% പ്രാതിനിധ്യം ഉണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതാണ്. ടി തീയതിയ്ക്കുശേഷം hnhn[X k Xn I I fnÂ \S ¯ nb t\cn«pf f \nba\ § fpsS ASn k Ym\ ¯ nemW 10% കണക്കാക്കേണ്ടത്. ഇപ്രകാരം പ്രാതിനിധ്യം നൽകുമ്പോൾ വിവിധ തസ്തികകളിൽ AÀ I amb {]mXn\n[yw e`ിച്ചിട്ടുണ്ടെന്നും ഉറപ്പു വരുത്തേണ്ടതാണ്.

2. Hmtcm {]mh i yw \nba\w \S ¡ p¼mgpw 25þ2þ1985 apXÂ \S ¯ nbn«pf f t\cn«pf f \nba\ § fpsS A Sn k Ym\ ¯ nÂ 10% k oäp I fpsS F ®w കണക്കാക്കി പട്ടികജാതി പട്ടിക വർഗ്ഗക്കാരിൽ നിന്നും നിയമനം നടത്തേണ്ടതാണ്.

3. \nba\ ¯ n\p thണ്ടിയുള്ള പരസ്യത്തിൽ സംവരണം ചെയ്ത സീറ്റുകളുടെ എണ്ണം (തസ്തികയുടെ അടിസ്ഥാനത്തിൽ) പ്രത്യേകം കാണിച്ചിരിക്കേണ്ടതും kwk Ym\mSn k Ym\ ¯ nÂ]«n I PmXn]«n I hÀ¤ ¡ mcnÂ \n¶pw A t] £ I Ä സ്വീകരിക്കേണ്ടതുമാണ്. ഇപ്രകാരം നൽകുന്ന പരസ്യങ്ങളിൽ പട്ടികജാതി പട്ടിക hÀ¤ ¡ mÀ ¡ A t] £ kaÀ¸n ¡ p¶ Xn\ B h i yamb kab] cn[nbpw A \phZn¨ncn ¡ Ww.

4. A t] £ £ Wിച്ചുകൊണ്ടുള്ള പരസ്യങ്ങൾ അതാതു ജില്ലയിലെ വില്ലേജ് B ^o k p I fnepw,] ©mb ¯ m^o k p I fnepw, t » m ¡ sU h e] saâ B ^o k p I fnepw, k À ¡ nÄ bqWnb ³ B ^o k nepw,]«n I PmXn]«n I hÀ¤ h I p¸ p I fpsS Iogn epf f B ^o k p I fnepw, Fwt¹mbsaâ F I k tN© hgn bpw,]«n I PmXn]«n I hÀ¤ k I IcW s^Utdj â FÃm B ^o k p I fnepw പ്രസിദ്ധപ്പെടുത്തേണ്ടതാണ്. ഇപ്രകാരം നൽകുന്ന പരസ്യത്തിന്റെ അടിസ്ഥാനത്തിൽ]«n I PmXn]«n I hÀ¤ ¡ mcnÂ \n¶pw e`n ¡ p¶ A t] £ I Ä IpdhmsW ¶p കണ്ടാൽ പരസ്യങ്ങൾ തുടർന്ന് മറ്റു ജില്ലകളിലെ വില്ലേജ് ആഫീസുകളിലും, പഞ്ചായത്ത് B ^o k p I fnepw, t » m ¡ sU h e] saâ B ^o k p I fnepw, k À ¡ nÄ bqWnb ³ B ^o k p I fnepw Fwt¹mbsaâ F I k tN©p I fnepw]«n I PmXn]«n I hÀ¤ വകുപ്പുകളുടെ കീഴിലുള്ള ആഫീസുകളിലും പ്രസിദ്ധപ്പെടുത്തേണ്ടതാണ്.

5. kwhcWw sNbXn«pf f \nba\ § fnÂ F«p i Xm\w]«n I PmXn ¡ mÀ ¡ pw രണ്ടു ശതമാനം പട്ടിക വർഗ്ഗക്കാർക്കുമായി ക്ലിപ്തപ്പെടുത്തേണ്ടതാണ്. എന്നാൽ]«n I hÀ¤ ¡ mcnÂ \n¶pw A] £ I Ä e`yam I msX h ¶mÂ A X k Xn I I Ä പട്ടികജാതിക്കാരെക്കൊണ്ട് നികത്താവുന്നതാണ്.

6. 25þ2þ1985 \p t i j w 30þ6þ1989 hsc \S ¶ t\cn«pf f \nba\ § fnÂ നിയമപരമായി ഉറപ്പു വരുത്തേണ്ട പട്ടികജാതി പട്ടിക വർഗ്ഗക്കാർക്കുള്ള 10% പ്രാതിനിധ്യം നൽകിയിട്ടുണ്ടോ എന്ന് ഓരോ സംഘവും പരിശോധിക്കേണ്ടതും Fs´ ¦nepw I pdhpf f] £w B bX 31þ10þ1989 \p ap³]mbn \n I ¯ p ¶ Xn\pf f സത്വര നടപടി സ്വീകരിക്കേണ്ടതുമാണ്. ടി നിർദ്ദേശം പാലിക്കുവാൻ സാധ്യമാകാത്ത {] tXy I km I Ncyw \nehnepf f] £w B bX _ Ôs¸« tPmbnâ രജിസ്ട്രാറുടെ/ രജിസ്ട്രാറുടെ ശ്രദ്ധയിൽ കൊണ്ടുവരേണ്ടതും സമയ പരിധിയിൽ യുക്തമായ മാറ്റത്തിന് പ്രത്യേകം അനുവാദം വാങ്ങിയിരിക്കേണ്ടതുമാണ്.

k l IcW kÀ¡peÀ kaml mcw

7. GsX¦nepw Xk Xn I bnte ¡ \n i NnX tbmKyXbpff]«n I PmXn]«n I hÀ¤ DtZymKmÀYn I sf e`yam I msX hcp¶] £w hnhcw bYm kabw ജോയിന്റ് രജിസ്ട്രാറുടെ/ രജിസ്ട്രാറുടെ ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതും ആവശ്യമായ പരിഹാരം കണ്ടെത്തേണ്ടതുമാണ്.

8. മേൽ നിർദ്ദേശങ്ങൾ കൃത്യമായും കർശനമായും പാലിയ്ക്കേണ്ടത് ഓരോ kwL ¯ntâ bpw `cW kanXnbpsS D¯chmZnXzw B bncn¡pw. kwL §Ä നിർദ്ദേശങ്ങൾ പാലിക്കുന്നുണ്ടെന്നും നിയമപ്രകാരം അനുവദിച്ചിട്ടുള്ള പ്രാതിനിധ്യം നൽകുന്നുണ്ടെന്നും ബന്ധപ്പെട്ട ജനറൽ അസിസ്റ്റന്റ് രജിസ്ട്രാറും ജോയിന്റ് രജിസ്ട്രാറും ഉറപ്പു വരുത്തേണ്ടതാണ്. സ്റ്റാഫ് പാറ്റേൺ പുനർ നിർണ്ണയം ചെയ്യുക, kwL ¯nsâ XcwXncnh DbÀ¯pI XpS¯nb Poh\¡mcsS Imcy§Ä kw_Ôn¨pff \nÀt±i§Ä]cnKWn¡pt¼mgpw kwLw]cnt im[\m thfbnepw CXn\p]cn IrXyambn Htcm ap¶p amkw IqSpt¼mgpw AXmbX amÀ¨ , Pq¬ , sk] Xw_À, Unkw_À F ¶o amkmh km\s¯ Poh\¡mcpsS kYnXn hnhcw IW¡nseSp¯pw Sn \nba hyhk Y Hmtcm kwL ¯nepw പാലിക്കുന്നുണ്ടെന്ന് ബന്ധപ്പെട്ട ജനറൽ അസിസ്റ്റന്റ് രജിസ്ട്രാരും ജോയിന്റ് cPn k{Smdpw t_m²ys¸Sp I bpw thWw.

9. ഈ സർക്കുലർ കൈപ്പറ്റിയ വിവരം മടക്കത്തപാലിൽ തന്നെ അറിയിക്കേണ്ടതാണ്.

k l IcW kwLw cPn k{SmÀ

\¼À kn.än.(1) 42021/89 | k l IcW kwLw cPn k{Smdm^okv, Xncph\´]pcw, 21þ10þ1989

kÀ¡peÀ \¼À 61/89

hnjbw: **k l IcW kYm]\§fnse \nba\§fnÂ]«n I PmXn /]«n I hÀ¤ ¡mÀ¡ 10% {]mXn\n[yw Dd¸p hcp¯p¶X kw_Ôn¨**.

kqN\: **27þ7þ1989 se 46/89 \¼À kÀ¡peÀ.**

kqN\bnse kÀ¡peÀ{] Imcw k l IcW kwL §fnÂ 25þ2þ1985 apXÂ \S¶ t\cn«pff \nba\§fnÂ 10%]«n I PmXn]«n I hÀ¤ ¡mÀ¡ \Â Ip¶Xn\ സ്വീകരിക്കേണ്ട നടപടികളെ സംബന്ധിച്ച് വിശദമായ നിർദ്ദേശം പുറപ്പെടുവിച്ചിരുന്നു. Sn \nÀt±i§fpsS XpSÀ¨bmbn CXp kw_Ôn¨ kwLw ss_emI fnÂ A വശ്യം ഉൾക്കൊള്ളിക്കേണ്ട വ്യവസ്ഥകളുടെ മാതൃക താഴെ കൊടുക്കുന്നു.

`cW kanXnbpsS NpaXe I Ä {]Xn]mZn¡p¶ `mK¯ "kwL ¯nÂ/ _m¦nÂ \S¯p¶ t\cn«pff \nba\§fnÂ 10%]«n I PmXn]«n I hÀ¤ ¡mÀ¡ ലഭ്യമായിട്ടുണ്ടെന്ന് ഉറപ്പു വരുണ്ടേണ്ടത് ഭരണസമിതിയുടെ ചുമതലയായിരിക്കും."

\nba\ §Ä

Poh\ ¡mcpsS \nba\ §sf kw_ Ôn¨ `mK¯ "kwL¯nÂ /_m¦nÂ \S¯p¶ t\cn«pff \nba\ §fnÂ 10 iXam\¯nÂ Ipdbm¯ F®w]«nIPmXn]«nI hÀ¤¯nÂ s]«hcnÂ \n¶mbncn¡pw".

taÂ kqNn¸n¨ hn[w kwLw / _m¦ ss_emIfnÂ hyhkYIÄ ഉൾക്കൊള്ളിക്കുന്നു എന്ന് ജോയിന്റ് രജിസ്ട്രാർമാർ ഉറപ്പു വരുത്തേണ്ടതാണ്.]pXnbXmbn cPnkäÀ sN¿p¶ kwL§fnepw Cu hyhkYIÄ DÄs¸Sp ത്തിയിട്ടുണ്ടെന്ന് സംഘം രജിസ്റ്റർ ചെയ്യുന്ന അവസരത്തിൽ ശ്രദ്ധിക്കേണ്ടതാണ്.

]n.{]`mIc³
kl IcW kwLw cPnk{SmÀ

\¼À C.Fw.(2) 2054/90

kl IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 19þ7þ90

kÀ,

hnjbw: **IShÃqÀ kÀhok kl IcW _m¦v ¢n]Xw \¼À 3023 hm¨am³ XkXnI A\phZn¡p¶X i¼f kskIbnÂ \nÀ®bn¡p¶X kw_ Ôn¨v**

kqN\: **Xm¦fpsS 13þ3þ90 se kn.BÀ.]n.1343/90 \¼À I¯v.**

{]mYanI kl IcW kwL§fnÂ kwL¯nsâ {]h¯\ kz`mhw കണക്കിലെടുത്ത് അസിസ്റ്റന്റ് രജിസ്ട്രാറുടെ മുൻകൂർ അനുമതിയോടു കൂടി hm¨am³ XkXnI krjSn¡mhp¶XmW. A§s\ krjSn¡s¸Sp¶ hm¨am³ XkXnIIÄ]}¬ XkXnI¡\pkcn¨pff i¼f kskIbnÂ A\phZn¨p sImSp¡mhp¶XmW.

സഹകരണ സംഘം രജിസ്ട്രാർക്കു വേണ്ടി

\¼À C.Fw.(2) 28183/88

kl IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 22þ3þ90

kÀ¡peÀ \¼À 12/90

hnjbw: **kl IcW hIp¸þkl IcW kL§fnÂ Poh\¡mscaXkc]co£ hgn sXcs ª Sp¯ \nba\w \S¯p¶ \S]SnIfnÂ kl IcW hIp¸ DtZymKkY³amÀ DÄs¸Sp¶Xp hne¡p¶Xp kw_ Ôn¨ \nÀt±i §Ä**

kqN\: **Cu B^oknse 22þ7þ90 se Cw.Fw.31407/80 \¼À kÀ¡peÀ (kÀ¡peÀ \¼À 52/80).**

k l IcW kÀ¡peÀ kaml mcw

kqN\bnse kÀ¡pednse \nÀt±i §Ä A\pkcn¨ k l IcW സംഘങ്ങളിൽ ജീവനക്കാരെ നിയമിക്കുന്നതിനായി ഉദ്യോഗാർത്ഥികൾക്കു വേണ്ടി \S¯p¶ Fgp¯p]co£ bpw AXp kw_Ôn¨ aäp tPmen I fpw kwL ¯n\p വെളിയിലുള്ള ഒരു ഏജൻസിയെ കൊണ്ട് നടത്തിക്കേണ്ടതാണ്. എന്നാൽ പല kwL § fpw Sn \nba\w \S¯p¶ Xn\pff {]mcw` tPmen I Ä ¡pw Fgp¯p പരീക്ഷ തുടത്തിയവ നടത്തുന്നതിനു വേണ്ടി ഈ വകുപ്പിലെ ഉദ്യോഗസ്ഥൻമാരെ kao]n ¡ p¶ Xmbpw A hcpsS t k h \w B h iys¸Sp¶ Xmbpw]e DtZymK k Y ³ amcpw Cu tPmen GsäSp¯p \S¯p¶ Xmbpw {i ² bnÂ s]«n cn ¡ p¶ p.

tIcf kÀhok dqÄ knse dqÄ 46 {] I mcw, kÀ ¡ mÀ DtZymK k Y ³ amÀ A hcpsS DtZymK]cn[n ¡ p]pd¯ GsX¦nepw tPmen kzo I cn ¡ Wsa¦nÂ, ആയത് സർക്കാരിൽ നിന്നും അനുവാദം വാങ്ങിയിരിക്കേണ്ടതാണ്. അപ്രകാരം s]mXp D¯chpI Ä {] I mcw kÀ ¡ mÀ A \phmZw s I mSp¯n«pff aäp ജോലികൾ ഏതൊക്കെയാണെന്ന് ടി റൂളിൽ എടുത്തു പറഞ്ഞിട്ടുണ്ട്. അവയിൽ ap³ {] k Xmhn¨ k l IcW kwL §Ä \S¯p¶]co£ I Ä DÄs¸Sp¯nbn«nÃ. AXpt]mse, kÀ ¡ mÀ DtZymK k Y ³ amcpsS s]cpamä N« §Ä {] I mchpw, CXp t]msebpff tPmen I Ä kzo I cn ¡ p¶ Xn\ സർക്കാരിൽ നിന്നും അനുവാദം വാങ്ങിയിരിക്കേണ്ടതാണ്. എന്നാൽ ചട്ടപ്രകാരമുള്ള A \phmZw hm § msXbmW Cu h I p¸nse Nne DtZymK k Y ³ amÀ, kwL §Ä \S¯p¶]co£ kw_Ôn¨ tPmen I Ä kzo I cn ¡ p¶ X.

k l IcW \nbaw/N« §Ä {] I mcw kwL § fpsS kq¸À hn j ³,]cnt im[\ XpS §nbh \S¯p¶ hcmW Cu h I p¸nse DtZymK k Y ³ amÀ. സംഘങ്ങളിൽ ഉണ്ടാകുന്ന തർക്കങ്ങളിൽ മദ്ധ്യസ്ഥന്മാരായും ഇവർ പ്രവർത്തിക്കേണ്ടതുണ്ട്. ഈ ഉദ്യോഗസ്ഥൻമാർ ജീവനക്കാരെ നിയമിക്കുന്നതിനു വേണ്ടി സംഘങ്ങൾ നടത്തുന്ന എഴുത്തു പരീക്ഷ തുടങ്ങി ഏതു നടപടികളിലും ഭാഗഭാക്കാകുന്നത് ഉചിതമല്ലെന്നു മാത്രമല്ല, തീർത്തും ഒഴിവാക്കേണ്ടതുമാണ്. kwL §Ä \S¯p¶ \nba\ §sf kw_Ôn¨]cmXn I Ä t I Ä ¡ m\pw \S]Sn I Ä kzo I cn ¡ m\pw _m²y k Xcmb DtZymK k Y ³ amÀ , kwL § fnse \nba\ \S]Sn I fnÂ]¦mfn I fm I p¶ X i cnbsÃ¶pf fX hy I XamW. am{XaÃ kwL § fnse \nba\ § fnÂ \S ¡ p¶ AgnaXn I sf ¡ pdn¨pw, A h bnÂ]eXnepw h I p¸ptZymK k Y ³ amÀ I q«p \nÂ ¡ p¶ Xp kw_Ôn¨pw]e കേന്ദ്രങ്ങളിൽ നിന്നും പരാതികൾ ലഭിച്ചു വരുന്നുമുണ്ട്. മേൽ പറഞ്ഞ km I Ncy § fnÂ k l IcW kwL § fnse \nba\ ¯n\pff \S]Sn I fnÂ നിന്നും വകുപ്പുദ്യോഗസ്ഥൻമാർ പൂർണ്ണമായും മാറി നിൽക്കേണ്ടത് B h i yamsW¶ I mWp¶ p.

സഹകരണ സംഘങ്ങൾ, ജീവനക്കാരെ നിയമിക്കുന്നതിനു വേണ്ടി നടത്തുന്ന]co£ sb kw_Ôn¨ tNmZy t] ¸À X¿mdm ¡ Â, Fgp¯p]co£ \S¯ Â,

\nba\ §Ä

D¯c ISemÊp]cnt im[n¡ Â, CâÀh} \S¯Â XpS§n bmsXmcp \S]Sn I fnepw Cu hIp¸nse DtZymKkY³amÀ DÄs¸ScpsX¶ \nÀt±in¡p¶p. Cu \nÀt±i¯n\ hn]coXambn{] hÀ¯n¡p¶X KpcpXcamb Ipäambn]cnKWn¨ in£ W \S]Sn¡ ImcWamIpsa¶pw Adnbn¡p¶p.

k I IcW kwLw cPn k{SmÀ

No.EM (3) 69682/89. Office of the Registrar of Co-operative Societies,
Trivandrum, 15-2-1991

CIRCULAR No. 6/91

Sub: **Recruitment for appointment of employees in Co-operative Societies-Procedure prescribed-Modification to the conditions-Instructions issued.**

Ref: **Registrar's Circular Number 52/80 dated 22-7-80 and 66/89 dated 29-11-1989.**

In the Circulars referred to above, instructions were issued prescribing certain conditions to be followed while making recruitment for appointment of employees in Co-Operative Society. One of the conditions so prescribed requires conducting of writing test and interview allotting 90% marks for the written test and 10% marks for the interview.

2. In the Conference of Presidents and Chief Executives of District Co-operative Banks held on 26-7-1990 the desirability of revising the percentage of marks allotted for written test and interview came up for consideration and the consensus was to revise the same on the lines of the norms followed by the Kerala Public Service Commission in similar circumstances.

3. The matter has been further examined in detail in consultation with the Kerala Public Service Commission. It is revealed that where the selection to a post is finalised by written test and interview, the criteria followed by the Kerala Public Service Commission are to allot 20% of the maximum marks for written test as the maximum marks for interview and to rank the candidates on the basis of the total marks scored both for written test and interview. It is considered desirable to adopt the same norms as followed by the Kerala Public Service Commission in respect of the recruitments made in the Co-Operative Societies also.

4. In the circumstances in partial modification to the said Circulars No. 52/80 and 66/89, the condition with regard to the maximum marks to be allotted for written test and interview is modified as follows:-

"Selection shall be made after conducting written test and interview allotting 100 marks for written test and 20 marks for interview"

5. The Joint Registrars are requested to advise the societies suitably.

K. J. Thomas
Registrar of Co-operative Societies

No. EM (2) 25846/90. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 7-6-1991

CIRCULAR No. 18/91

Sub: **Co-operation-Recruitment for appointment of employee in co-operative institution-procedure-codification of circular instructions.**

Ref: **1. Registrar's Circular No. 52/80 dated 22-7-80**

2. Registrar's Circular No. 28/86 dated 6-7-86

3. Registrar's Circular No. 66/89 dated 29-11-89.

4. Registrar's Circular No. 6/91. Dated 15-2-91.

5. Government Letter No 3015/ B1/90/Coop. Dt.19-6-90

6. Government Letter No 9346/B1/90/Coop. Dt. 20-9-90

7. Government Letter No 2496/B1/90/ coop. Dt. 17-4-91.

In the circulars 1 to 4 referred to above, instructions regarding the procedure to be followed for appointments in the Co-operative institutions had been issued. This was done with a view to check and avoid any possible malpractices in the recruitments and also to ensure recruitment of right persons in conformity with the conditions stipulated in the K C S Rules.

II. It is proposed to codify the specific instructions or guidelines so far issued from this office from time to time so that by and large, the societies can follow them scrupulously and the departmental officers can periodically review whether the societies are complying with those instructions.

III. Accordingly, the guidelines already issued regarding the procedure to be followed while making appointments in the Co-operative institutions, vide circulars cited above are codified and given below:

\nba\ §Ä

1. All appointments in Co-operative institutions should strictly be in accordance with the provisions of K. C. S. Rules.

2. Prior permission should be obtained by the institution concerned from Registrar before creating any post over and above the posts prescribed under Appendix III of K C S Rules.

3. No appointment on daily wages shall be made under any circumstances.

4. The following procedure shall be strictly followed while making direct recruitments for appointment of employees.

(a) Applications for the posts shall be invited through Advertisement in leading dailies having wide circulation in the area.

(b) Selection shall be made only after conducting written test and interview, allotting 100 marks for written test and 20 marks for interview.

(c) The written test shall be conducted by an outside agency.

(d) False numbers should be assigned to the answer scripts.

(e) The conditions with regard to age-limit, qualification mode of appointment etc. as laid down in the rules framed under section 80 viz. Rules 183, 186 187 of the KCS Rule shall be strictly followed.

(f) Ten percent of the vacancies should be reserved for candidates belonging to scheduled castes/tribes.

5. The following procedure shall be followed for appointments through promotion.

(a) Appointments to higher categories of service in a society shall ordinarily be made by promotion.

(b) Only in the absence of qualified and suitable candidate to be promoted, the society shall resort to direct recruitment to higher categories of posts, provided that if the approved service regulations provide for direct recruitment even for higher categories, the same shall be made subject to the rule.

(c) Promotions to the higher categories of posts shall be made from among the eligible employees on the basis of seniority in accordance with the approved feeder category sub rules framed under Rule 185 (i)

k l IcW kÀ¡peÀ kaml mcw

(d) The feeder category for the purpose of promotion of employees shall be prescribed by the society by framing suitable subsidiary regulation with the approval of Registrar of Co-operative Societies.

(e) The conditions with regard to qualifications as laid down in rule 186 of the KCS Rules should be observed, or relaxation with the prior approval of Registrar as provided under Rule 185 (2) should be obtained before appointment.

K. J. Thomas
Registrar of Co-operative Societies

\¼À C. Fw. (3) 35826/92 | k l IcW kwLw cPn k{Smdm^ok, Xncph\´]pcw, 17þ12þ1993

k l IcW kwLw cPn k{SmÀ,
Xncph\´]pcw

FÃm tPmbnâ cPn k{SmÀamÀ¡pw

kÀ,

hnjbw: **\m«nI dqdÂ _m¦nepw sImÃt¦mSp A{Kn¡Ä¨dÂ kÀhok k l IcW _m¦nepw kÀhoknencnt¡ acWaS ª hcpsS B{inXÀ¡ tPmen \ÂIp¶]²Xn {]Imcw tPmen \ÂIp¶Xn\ ]pXnb XkXnIIÄ krjSn¡cpsX¶pff \nÀt±iw taÂ \S]Sn kw_Ôn¨pff \nÀt±i§Ä**

kqN\: **kÀ¡mcnsâ 1þ11þ93 se 150/_n.1/93/ k l: \¼À I¯.**

k l IcW kYm]\§fnÂ kÀhoknencnt¡ acWaSbp¶ Poh\¡mcpsS B{inXÀ¡ tPmen \ÂIp¶Xn\pff]²Xn (k l IcW N«w 188 (F) {]Imcw) A\pkcn¨ B{inXÀ¡ \nba\w \ÂIp¶Xn\ സംഘത്തിൽ ഒഴിവുകൾ ഉണ്ടായിരിക്കണം. ഇല്ലാത്ത പോസ്റ്റ് ഉണ്ടാക്കിക്കൊണ്ട് B{inXÀ¡ \nba\wsImSp¡p¶X icnbmb \S]SnbÃ.]pXnb th¡³kn ഉണ്ടാകുമ്പോൾ മാത്രമേ പൊതുവിൽ നിലവിലുള്ള നിബന്ധനകൾക്കു വിധേയമായി പരിഗണിക്കുവാൻ പാടുള്ളൂ എന്ന് പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണെന്നുള്ള വിവരം Adnbn¡p¶p.

Cu s]mXp \nbaw IÀi\ambn]men¡phm³ FÃm kYm]\§Ä¡pw ആവശ്യമായ നിർദ്ദേശം നൽകേണ്ടതാണ്.

Xm¦fpsS hniz k³

സഹകരണസംഘം രജിസ്ട്രാർക്കു വേണ്ടി

\nba\ §Ä

\¼À kn.]n.(3) 26761/95 — k l IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 21þ5þ1996

kÀ¡peÀ \¼À 16/96

hnjbw: **k l IcWhIp¸þk l IcW kwL§fnÂ]pXnbXkvXnI IÄ krjvSn¡p¶Xnv AwKoIm cw \ÂIp¶X kw_Ôn¨v.**

kwkvYm\s¯ k l IcW {]mYanI hmbv]m kwL§fnÂ ¢mÊn^nt¡j³ amäw hcp¯pt¼mÄ AXn³ {]Imcw AÀIXbpff A[nI XkvXnI IÄ krjvSn¡p¶Xnv cPnk{SmdpsS ap³ IqÀ A\phmZw വാങ്ങിയിരിക്കണമെന്ന് വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. ജില്ലയിലെ ജോയിന്റ് രജിസ്ട്രാർമാർ, cPnk{SmdpdS Cu A[nImcw hn\ntbmKn¡pt¼mÄ hyXykvXamb coXnbnepw, hntbN\ ]cambpw, kwL§fpsS km¼¯nI \nehmchpw {]hÀ¯\hpw IW¡nseSp¡msXbpw A[nI XkvXnI IÄ¡v AwKoImcw \ÂIn hcp¶Xmbn Cu B^oknsâ {i²bnÂs¸«ncn¡p¶p.

B bXn\mÂ PnÃbnse tPmbnâ cPnk{SmÀamÀ kwL§fnÂ]pXnb XkvXnI krjvSn¡p¶Xnv A\paXn \ÂIpt¼mÄ hfsc Kuch]qÀhw kwL§fpsS km¼¯nI]ptcmKXn, {]hÀ¯\ £aX F¶nh വിലയിരുത്തേണ്ടതും ആയതിന് ഈ ആഫീസിന്റെ മുൻകൂട്ടിയുള്ള അനുവാദം hm§nbncn¡Wsa¶pw IÀi\ambn \nÀt±in¡p¶p. C¡mcy¯nÂ GsX¦nepw വീഴ്ചയുണ്ടാകുന്നതായും അതുവഴി പരാതിക്കിട വരുന്നതും ശ്രദ്ധയിൽപ്പെട്ടാൽ A¯cw \S]SnIsf hfsc KpcpXcambn ho£n¡p¶Xpambncn¡pw.

k l IcWkwLw cPnk{SmÀ

No.EM (3) 20860/94. — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 29-8-1996

CIRCULAR No. 18/96

Sub: **Co-operation-Recruitment for appointment in Co-operative Institutions-Procedure to be adopted-Instructions cancelled.**

Read: **Registrar's Circular No. 18/94 dated 8-6-94.**

Since appointments in the Apex Co-operative Societies including District Co-operative Bank have been entrusted to the Kerala Public Service Commission this department circular cited is here by Cancelled.

Nalini Netto
Registrar of Co-operative Societies

k l IcW kÀ¡ peÀ kam\mcw

\¼À kn.]n. (3) 39492/96 | k l IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 22þ10þ96

kÀ¡peÀ \¼À 24/96

hnjbw: **k l IcWhIp¸þk l IcW kwL§fnÂ]pXnb XkvXn I IÄ krjvSnípóXn\v AwKo\mcw \ÂIpóXv kw_Ôn¨v.**

kqN\: **cPnk{SmdpsS 21þ5þ95 se 16/96 \¼À kÀ¡peÀ**

kwkvYm\s¯ k l IcW {]mYanI hmbv]m kwL§fnÂ ¢mÊn^nt¡j³ amäw hcp¶ Ahkc§fnÂ AÀl Xbpff A[nI XkvXnI IÄ krjvSn¡p¶Xn\v A\phmZ¯n\mbn kwL§Ä kaÀ¸n¡p¶ A]£ I fn³ taÂ tPmbnâv cPnk{SmÀamÀ Xocpam\w ssIs¡mffp¶Xn\v Cu B^oknsâ ap³ IqÀ A\phmZw hm§nbncn¡sa¶v kqN\ kÀ¡peÀ {]Imcw \ÂInbncp¶p. C{]Imcw kwL§fpsS At]£ IÄ Cu ആഫീസിൽ സമർപ്പിച്ച് ആയതിൻമേൽ ആവശ്യമായി വരുന്ന പക്ഷം വീണ്ടും വിശദീകരണങ്ങൾ നേടേണ്ടി വരുന്നതും ആയത് മൂലമുണ്ടാകുന്ന കാലതാമസം kwഘങ്ങൾക്ക് ബുദ്ധിമുട്ടുണ്ടാക്കുന്നതായി ഈ ആഫീസിന്റെ ശ്രദ്ധയിൽ s]«ncn¡p¶p.

B bXn\mÂ {]mYanI hmbv]m k l IcW kwL§fnse ¢mÊn^nt¡j³ amäw hcp¯pt¼mÄ AXnÂ AÀlXbpff A[nI XkvXnI IÄ krjvSn¡p¶Xn\mbn kaÀ¸n¡p¶ At]£ I fn³ taÂ hfsc Kuch]qÀhw kwL§fpsS km¼¯nI kvYnXn,{]hÀ¯\ £aX F¶nh വിലയിരുത്തേണ്ടതും അപ്രകാരം അനുവദിക്കുന്ന തസ്തികകൾ 3–7–92 ലെ Pn.H.Fw.F kv.58/92/k l IcW \¼À D¯chv {]Imcw AwKoIcn¨n«pff A lXs¸« XkvXnI I fnÂ A[nIcn¡p¶nsÃ¶pw A{]Imcw A\phZn¡p¶ അധിക തസ്തികകൾക്കുണ്ടാക്കുന്ന ചെലവ് സംഘത്തിന്റെ പ്രവർത്തനത്തെ ദോഷകരമായി ബാധിക്കുകയില്ലെന്നും ഉറപ്പു വരുത്തേണ്ടതാണ്. അപ്രകാരമുള്ള At]£ I fn³ taÂ]dª hnió Zamb]cntim[\ I fpsS ASnkvYm\¯nÂ hyIvXamb Xocpam\w PnÃm tPmbnâv cPnk{SmÀamÀ¡v Xs¶ ssIs¡mffmhp¶XpamWv. C¡mcy¯nÂ F§ns\sb¦nepw വീഴ്ചയുണ്ടാക്കുന്നതായി ശ്രദ്ധയിൽപ്പെട്ടാൽ അത്തരം നടപടികളെ വളരെ Kuchambn ho£n¡p¶Xmbncn ípw.

k l IcWkwLw cPnk{SmÀ

\nba\ §Ä

\¼À kn. _n.(3) 41389/96

k l IcW kwLw cPn k{Smdm^o k, Xncph \ ´]pcw, 23þ12þ96

kÀ¡peÀ \¼À 31/96

hnjbw: **k l IcWwþ A¸ lk kYm]\ §fnÂ XmÂ¡menImSn kYm\ ¯nÂ Fwt¹mbsaâ F lk tN© hgn \nba\w \S¯nbXn³taÂ \nba\ Imemh[nþ \nÀt±iw \S¸nem¡p ¶Xns\ kw_Ôn¨v.**

kqN\: 1. **Cu B^oknse kn._n.(3) 21068/95 mw \¼dmbpff 28þ11þ95 se 31/95 mw \¼À kÀ¡peÀ.**

2. **21þ11þ96 se H.]n. 17824/96 hn[nbn³taÂ A¸oÂ \¼À 1752/ 96 {] Imcapff _ lp: ss l t¡mSXn D¯ch**

tlcf k l IcW \nbaw 80 mw h Ip¸n\ hcp¯nb t`ZKXn{] Imcw A¸ lk k l IcW kYm] \ §fnse \nba\ §Ä]»nI kÀhok l½ojsâ]cn[nbnÂ വരുത്തിയ സാഹചര്യത്തിൽ സെലക്റ്റ് ലിസ്റ്റു വരാൻ കാലതാമസം ഉണ്ടാകുമെന്ന h kXpX IW¡nseSp¯, Sn kYm] \ § fnse ssZ\wZn\ {] hÀ¯\ §Ä kqKaambn \nÀh In¡p¶Xn\, AXmXp PnÃm Fwt¹mbsaâ F l k tN©pIÄ apt J\ \niNnX tbmKyXbpff Poh \¡msc Xn I ¨pw XmÂ¡menImSn kYm\ ¯nÂ 180 Znh k ¯nÂ IqSm¯ Imebfhnte¡ sXcs ª Sp¯ \nba\w നടത്തുന്നതിന് വേണ്ട അനുമതി സൂചന 1 പ്രകാരം നൽകിയിരിക്കുന്നു.

F¶mÂ]n.F k.kn. X¿mdm¡n {] kn²olcn¡p¶ enkänÂ \n¶pw സ്ഥിര നിയമനം ഉണ്ടാകുന്നതുവരെ നിലവിൽ താൽക്കാലികാടിസ്ഥാനത്തിൽ \nban¨hsc¯s¶ XpSÀ¶pw, tPmen sN¿p¶Xn\ A\phZn¡Wsa¶pff]e At] £ IfpwCu B^oknÂ e`n¨p hcp¶p. XmÂ¡menIambn 180 Znh k ¯nÂ IqSmsXbpff Imet¯ í \nban¡s¸«n«pff BfpIÄ¡ kÀhoknÂ XpScm³ bmsXmcp AÀlXbpansÃ¶ _lp: ss l t¡mSXn Unhnj ³ s_©nsâ apIfnÂ ImWn¨ncní p¶ hn[nbnÂ A kµnK²ambn {] kXmhn¨n«pffXmIp¶p.

B IbmÂ _m¦pIfpsS kpKaamb{] hÀ¯\ ¯n\mbn Fwt¹mbsaâ F l k tN©nÂ \n¶pw sXcs ª Sp¯ DtZymKmÀYnIsf Xn I ¨pw XmÂ¡menImSnkYm\ ¯nÂ am{Xta \nba\w \S¯phm³]mSpffqsh¶pw A§s\ \nba\we`n¡p¶ hsc 180 Znh k ¯nÂ IqSpXÂ XpScm³ bmsXmcp IimcWhimepw A\phZn¡m³]mSnÃ. Hcn¡Â XmÂ¡menIambn തെരഞ്ഞെടുക്കപ്പെട്ടവരെ വീണ്ടും തെരഞ്ഞെടുക്കപ്പെടുവാൻ ഇടവരുത്തരുതെന്നും, Hcn¡Â IqSn \nÀt±in í p¶p.

k l IcW kÀ ¡ peÀ kam I mcw

Cu \nÀt±i § Ä hogN IqSmsX]qÀ®amb pw]men ¡ s¸Sm³ ബന്ധപ്പെട്ടവർ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതും ഇപ്രകാരം എന്തെങ്കിലും വീഴ്ച യുണ്ടായാൽ ആയത് ഗൗരവമായി കണക്കിലെടുക്കുമെന്നും അറിയിക്കുന്നു.

Sn \nÀt±iw IÀi \ambn]men ¡ p¶p F ¶ _Ôs¸« tPmbnâ രജിസ്ട്രാർമാർ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

k l IcW kwLw cPn k{SmÀ

\¼À C. Fw.(2)þ1327/99

k l IcW kwLw cPn k{Smdm^o k, Xncph \´]pcw, 23þ03þ1999

kÀ ¡ peÀ \¼À 11/99

hn j bw: **k l IcW kYm] \ § fnse \nba\wþ]{X]ckywsN¿p¶Xp kw_Ôn¨.**

kqN\: **7þ06þ1991 þ se 18/91 \¼À kÀ ¡ peÀ.**

k l IcW kYm] \ § fnse \nba\ ¯n\ ]{X]ckyw apJm´ncw അപേക്ഷ ക്ഷണിക്കേണ്ടതാണെന്ന് 18/91 സർക്കുലർ പ്രകാരം നിർദ്ദേശിച്ചിരുന്നു. F ¶mÂ Nne k l IcW kYm] \ § Ä t]cpw A{U Êpw shfns¸Sp¯msX ബോക്സ് നമ്പർ കാണിച്ച് പത്ര പരസ്യം നൽകുന്നതായി പരാതികൾ ലഭിച്ചിട്ടുണ്ട്. k l IcW kYm] \ § Ä s]mXp kYm] \ § fmIbmÂ t]cpw A{U Êpw shfns¸Sp¯msX t_mI k \¼À ImWn¨]{X]ckyw \ÂIp¶X icnbmb \S]Sn{IaaÃ. \nba\ § Ä ¡ mbn]{X]ckyw \ÂIpt¼mÄ Xmsg]dbp¶ hnhc§ Ä IqSn DÄs¸Sp¯n thWw]{X]ckyw]pds¸Sphn ¡ m³ F ¶ \nÀt±in ¡ p¶p.

1. kwL ¯nsâ]qÀ®amb t]cpw taÂ hnemk hpw
2. F. Hgnhpf f Xk Xn I bpsS t]c
   _n. Hgnhp I fpsS F ®w
   kn. i¼f ksI bnÂ
3. {]mb]cn[n
4. F. hnZym`ym k tbmKyX
   _n. മുൻപരിചയം (ആവശ്യമുണ്ടെങ്കിൽ)
5. kwhcWw kw_Ôn¨n«pf f hnhcw
6. DtZymKmÀYnbpsS t]c, PmXn, taÂ hnemkw, hb k, hnZym`ym k tbmKyX, ap³ ]cnNbw, kwhcWm\pIqeyw e`n ¡ phm³ AÀ I Xbpf f

\nba\ §Ä

hyIXnbmsW¦nÂ BbX sXfnbn¡m\pff tcJIÄ, t^mt«m Bhiysa¦nÂ BbX F¶nh kIn Xw kwL¯nÂ At]£ ലഭിക്കേണ്ടുന്ന അവസാന തീയതി

7. എഴുത്തുപരീക്ഷയും ഇന്റർവ്യൂവും ഉണ്ടെങ്കിൽ ആ വിവരം

8. At]£m ^ok

9. അപേക്ഷ അയക്കേണ്ട വിലാസം

joem tXmak sF. F. Fk.
kIIcW kwLw cPnk{SmÀ

\¼À kn. _n.1.17728/99

kIIcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 3þ5þ1999

kÀ¡peÀ \¼À 18/99

hnjbw: **kIIcWw þ {]mYanI hmb]m kIIcW kwL§fnÂ kIIcW kÀhok dn{Iq«saâ t_mÀU \nehnÂ hcp¶Xp hsc \nba\w \S¯p¶X kw_Ôn¨v**

kqN\: **813/99 hn.\¼À H.]n.bn³ taÂ _Ip: ssIt¡mSXn 30þ3þ99 Â]pds¸Sphn¨ D¯ch**

kwkYm\s¯ kIIcW kYm]\§fnse Poh\¡mcpsS \nba\w സംബന്ധിച്ച് വ്യവസ്ഥകൾ സഹകരണ നിയമം വകുപ്പ് 80 ൽ വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. \nba\w kw_Ôn¨ s]mXphmb Nne amÀ¤ \nÀt±i§Ä]et¸mgmbn സഹകരണ സംഘം രജിസ്ട്രാർ പുറപ്പെടുവിച്ചിട്ടുമുണ്ട്.

\nba\hpambn _Ôs¸« e`n¨n«pff \nch[n]cmXnIÄ IW¡nseSp¯ PnÃm kIIcW _m¦pIfnsebpw A¸Ik kYm]\§fntebpw \nba\wtIcf പബ്ലിക് സർവീസ് കമ്മീഷനെ ചുമതലപ്പെടുത്തിക്കൊണ്ട് 10/95 നമ്പറായി HmÀUn\³ k]pds¸Sphn¡pIbpw XZ\pkcWambn hyhkYIÄ D]hIp¸ 3 F. Bbn kIIcW \nbaw hIp¸ 80 ൽ ഉൾപ്പെടുത്തുകയും ചെയ്തിട്ടുണ്ട്.

kwkYm\s¯ {]mYanI kIIcW kwL§fnse \nba\§Ä kw_Ôn¨ \nch[n]cmXnIÄ e`n¨X IW¡nseSp¯ C¯cw kYm]\§fnÂ Poh\¡msc \nban¡p¶Xn\mbn Hcp{]tXyI kIIcW kÀhok dn{Iq«saâ t\_mÀU cq]oIcn¡p¶Xn\pff hyhkYIÄ Kh¬saâ X¿mdm¡nbn«pff tIcf kIIcW kwLw t`ZKXn _nÂ 1999 Â DÄs¸Sp¯n \nbak`bpsS]cnKW\bnÂ Ccn¡pIbmW.

k l IcW kÀ¡peÀ kaml mcw

taÂ¸d ª k l IcW kÀhok dn{Iq«saâ t_mÀU \nehnÂ hcp¶Xp hsc {]mYanI k l IcW kwL §fnÂ XmÂ¡menI \nba\w \S¯p¶X kw_Ôn¨ _Ip: ssIt¡mSXn kqN\bnseD¯chp{]Imcw s]mXphmb നിർദ്ദേശം പുറപ്പെടുവിച്ചിട്ടുണ്ട്.

{]kXpX D¯chnsâ ASnkYm\¯nÂ {]mYanI k l IcW kwL §fnÂ {]mYanI ImÀjnI hmb]m k l IcW kwL §Ä, {]mYanI hmb]m k l IcW kwL §Ä, k l IcW AÀ_³ _m¦pIÄ {]mYanI k l IcW ImÀjnI /{Kma hnI k\ _m¦pIÄ apXembh A\phZ\obamb Hgnhpff XkXnI IfnÂ k l IcW kÀhok dn{Iq«saâ t_mÀU \nehnÂ hcp¶Xphsc \niNnX tbmKyXbpffhsc AXmXp PnÃm Fwt¹mbsaâ FIktN© aptJ\ am{Xw \nba\w \S¯p¶X XnI¨pw XmÂ¡men കാടിസ്ഥാനത്തിൽ ആയിരിക്കേണ്ടതും യാതാരു കാരണവശാലും അപ്രകാരം \nban¡s¸Sp¶ hÀ¡ XpSÀ¨bmbn 180 Znh k¯nÂ IqSpXÂ tkh\ Imew A\phZn¡m³]mSnÃm¯Xpam Ip¶p. AXmX k l IcW kYm]\ §fpsS ദൈനം ദിന പ്രവർത്തനത്തിന് അത്യാവശ്യം വേണ്ട ജീവനക്കാരെ മാത്രം ഇപ്രകാരം താൽക്കാലികാടിസ്ഥാനത്തിൽ നിയമിക്കുന്നതിന് പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

F¶mÂ kmINcyw A\nhmcyamsW¦nÂ am{Xw k l IcW kÀhok dn{Iq«saâ t_mÀU \nehnÂ hcp¶Xphsc cPnk{SmdpsS ap³ Iq«nbpff A\paXntbmsS C³ känä}« Hm^ amt\Ppsatâm aä {] i kXamb kÀ¡mÀ GP³ kntbm aptJ\ Fgp¯p]co£ \S¯n \nba\w \S¯mhp¶XmW.

hn.]n.tPmb sF. F. F k.
k l IcW kwLw cPnk{SmÀ

\¼À Cu.Fw.(1) 49487/99 — k l IcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 30þ11þ99

kÀ¡peÀ \¼À 45/99

hnjbw: **PnÃm k l IcW _m¦pIÄþ\nba\w]n.F k.kn.aptJ\ \S¯p¶XþAwKkwL §fnse Poh\¡mÀ¡]cnNb kÀ«n^n¡ä \ÂIp¶X kw_Ôn¨ amÀ¤ \nÀt±iw]pds¸Sphn¡p¶p.**

kqN\: **PnÃm k l IcW _m¦pIfnse hnhn[XkXnI Ifnte¡pff \nba\¯n\ Atപക്ഷ ക്ഷണിച്ചു കൊണ്ട് കേരള പബ്ലിക് kÀhok I½oj³ tIcf kÀ¡mÀ KkänÂ 26þ10þ99 Â {]kn²oIcn¨ hnPRm]\w.**

\nba\ §Ä

PnÃm k l IcW _m¦pI fnse \nba\w \S¯p¶Xn\ At] £ക്ഷണിച്ചുകൊണ്ട് പി.എസ്.സി.പുറപ്പെടുവിച്ച സൂചന നോട്ടിഫിക്കേഷനിൽ ടി _m¦pI fnse AwK§ fmbn«pff {]mYan I k l IcW kwL§ fnse Poh\¡mÀ¡ At] £ tbmsSm¸wXmeq¡nse A knkäâ cPnk{SmÀ (P\dÂ) \ÂIp¶]cnNb kÀ«n^n¡ä IqsS kaÀ¸n¡ Wsa¶ \nÀt±i n¨ncp¶p. taÂ kmINcy¯nÂ PnÃm k l IcW _m¦pI fnÂ AwK§ fmbn«pff {]mYanI k l IcW kwL§ fnse Poh\¡mÀ¡, PnÃm k l IcW _m¦pI fnse \nba\¯n\/ At] £ kaÀ¸n¡p¶Xn\mbn Poh\¡mÀ¡ B h i yamb At\zjWw \S¯n]cnNb kÀ«n^n¡ä \ÂIm³ FÃm A knkäâ cPnk{SmÀ (P\dÂ) amÀ¡pw \nÀt±iw \ÂIp¶p.

hn.]n. tPmb sF. F. F k.
k l IcW kwLw cPnk{SmÀ

\¼À C.Fw (1) 49487/99

k l IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 10þ12þ99

kÀ¡peÀ \¼À 49/99

kÀ,

hnjbw: **PnÃm k l IcW _m¦pIÄ þ \nba\wþ]n.F k.kn.aptJ\ \S¯p¶Xþ AwK kwL§fnse Poh\¡mÀ¡]cnNb kÀ«n^n¡ä \ÂIp¶X þ ¢mcn^nt¡j³ kw_Ôn¨v.**

kqN\: **Cu Hm^okv\se 45/99þmw \¼À kÀ¡peÀ.**

kqN\bnse kÀ¡pednte¡ Xm¦fpsS {i² £Wn¡p¶p. Sn kÀ¡pednÂ]cmaÀi n¨n«pff PnÃm k l IcW _m¦pI fnse AwK§Ä F¶Xns\ kw_Ôn¨ kwi b §Ä D¶bní s¸«ncn¡p¶p.Cu kwi b §Ä Zqco Icn¡p¶Xn\mbn Xmsg]dbp¶ ¢mcn^nt¡ j ³ \ÂIp¶p. "AwKw F¶mÂ k l IcW \nba¯nse 2 (FÂ) h Ip¸nÂ \nÀhNn¨n«pff {] Imcw t\man\Â AwKhpw At Êmkntbä AwKhpw DÄs¸sSbpff AwK§Ä F¶ കണക്കാക്കേണ്ടതാണ്."

Xm¦fpsS hni zkX³
k l IcW kwLw cPnk{SmÀ

\¼À C.Fw. 46963/82 — klIcW kwLw cPnk{Smdm^ok,
Xncph\´]pcw, 28þ9þ82

kÀ¡peÀ \¼À 44/82

hnjbw: **ss{]adn klIcW kwL§fnÂ in]mbn, Aä³UÀ XpS§nbhcpsS {]tamj³ kw_Ôn¨ t]mjI hn`mKw D]\n_Ô\bnÂ hyhkY DÄs¡mffnípì¶X \nÀt±iw.**

ss{]adn klIcW kwL§fnÂ in]mbn, Aä³UÀXkXnIIfnÂ tPmen t\m¡p¶ \niNnX tbmKyXbpffhÀ¡ {]tamj³ km²yXbnÃm¯ Hcp AhkYbmW Ct¸mÄ \nehnepffsX¶pw B bXnteí Hcp]cnlmcw ഉണ്ടാക്കണമെന്നും ആവശ്യം ഉന്നയിക്കപ്പെട്ടിരുന്നു. ഇക്കാര്യം വിശദമായി]cnt im[n¨XnÂ icnbmsW¶ t_m²yw h¶Xn\mÂ Xmsg]dbp¶ \nÀt±iw FÃm tPmbnâ cPnk{SmÀamÀ¡pw \ÂIp¶p.

FÃm ss{]adn klIcW kwL§fpw klIcW N«w 185 (1) Â വ്യവസ്ഥ ചെയ്തിരിക്കും പ്രകാരം, സംഘം ജീവനക്കാരുടെ പ്രമോഷനു വേണ്ടി t]mjI hn`mKD]\n_Ô\ \nÀ½nípt¼mÄ, 186þmw N«¯nÂ \niNbn¨n«pff FÃm hnZym`ymk tbmKyXIfpw kw¼mZn¨n«pffhcpw B kwL¯nÂ Ipd ª X ap¶p hÀjwXpSÀ¨bmbn kÀhok Dffhcpw B b in]mbnamtcbpw അറ്റൻഡർമാരെയും, ക്ലാർക്ക് തസ്തികയിലേക്കുള്ള പ്രമോഷനു വേണ്ടി പോഷക hn`mKambn DÄs¸Sp¯mhp¶XmW.

മേൽ നിർദ്ദേശം എല്ലാ സംഘങ്ങളുടേയും ശ്രദ്ധയിൽപ്പെടുത്തേണ്ടതാണ്.

sI. Fw. _melrjW³
klIcW kwLw cPnk{SmÀ

No. EM2/22206/84 — Office of the Registrar of Co-operative Societies,
Trivandrum, 25-8-84

CIRCULAR No. 37/84

Sub: **Promotion of subordinate staff to the post of Junior Clerks in primary co-operative societies.**

Ref: **Registrars circular No. 44/82 dt. 28-9-1982.**

As per circular No. 44/82 dated 28-9-82, Peons/Attenders working in primary co-operative societies have been made eligible to be included in the feeder category for promotion as Junior Clerks if they possess the educational qualifications stipulated under rule 186 of the K. C. S. Rules 1969 and have got

3 years continuous service in the society. This benefit was extended to them because these categories of employees have no promotional avenues. But the benefit extended to them has not been given to other similar categories of employees in the primary co-operative societies such as salesman, store keeper, bill collector, depot manager, typists, appraiser etc. who also have no promotional amenities, even if they possess the prescribed qualifications.

2. The question of extending the benefit to the above categories also was examined and it is found that these categories of employees viz., salesman/ depot manager, store keeper, bill collector, typists, appraiser etc., working in the primary co-operative societies should also be made eligible for promotion to the higher post of senior clerk, if they possess all the required qualifications.

3. In the circumstances, all such the above mentioned categories of employees working on regular basis in the primary co-operative societies are also hereby permitted to be included in the feeder category for promotion as junior clerks subject to the condition that they should (a) hold S.S.L.C. or higher education qualification (b) have successfully undergone J.D.C. or H. D. C. and (c) have completed 3 years full time, regular and continuous service in the same primary co-operative society.

4. All the Joint Registrars are requested to bring the contents of this circular to the notice of all primary co-operative societies coming under their administrative control.

M. Vijayanunni
Registrar of Co-operative Societies

No.EM (2) 22206/84. Office of the Registrar of Co-operative Societies,
Trivandrum, 13-9-1984

CIRCULAR No. 37 (A)/84

Sub: **Promotion of subordinate staff to the post of Junior Clerks in Primary Co-operative Societies Erratum to Registrar's Circular No. 37/84 dated: 25-8-84-Issued.**

Ref: **Registrar's Circular No. 37/84 Dated: 25-8-1984.**

The following erratum is issued to the Registrar's Circular referred to above.

1. Typists mentioned in the paras 1 and 2 of the above Circular will be deleted since the posts of Typists and Junior Clerks are equivalent in pay scale.

k l IcW kÀ¡peÀ kamlmcw

2. The following will be substituted as para 3 of the Circular.

3. In the circumstances employees belonging to other categories lower than Junior Clerk like Salesman, Depot Manager, Store Keeper, Bill Collector, Appraiser etc. working on regular basis in the Primary Co-op. Societies may also be included in the feeder category for promotion as Junior Clerks subject to the condition that they should.

   (a) hold S.S.L.C. or higher education qualification,

   (b) have successfully undergone J.D.C. or H.D.C. and

   (c) have completed 3 years full time, regular and continuous service in the same Primary Co-operative Society.

M. Vijayanunni
Registrar of Co-operative Societies

\¼À C. Fw.(2) 653/90

k l IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 24þ9þ90

k l IcW kwLw cPnk{SmÀ
Xncph\´]pcw

FÃm tPmbnâv cPnk{SmÀamÀ¡pw

kÀ,

hnjbw: **{]mYanI k l IcW kwL §fnse k_v kämš hn`mK ¯nÂs¸« Poh\¡msc Pq\nbÀ ¢mÀ¡pamcmbn \nban¡p¶Xp kw_Ôn¨v.**

kqN\: **1. Cu Hm^okvse 28þ9þ82 se 44/92 \w]À kÀ¡peÀ**

2. Cu Hm^okvse 25þ8þ84 se 37/84 \w: kÀ¡peÀ.

3. Cu Hm^okvse 12þ4þ89 se 22/89 \w: kÀ¡peÀ.

സൂചനയിലെ ഒന്നും രണ്ടും സർക്കുലറുകൾ പ്രകാരം പ്രാഥമിക സഹകരണ kwL §fnÂ]}¬, Aä³UÀ, skbnÂ kam³, ktämÀ Io¸À, Unt¸mamt\PÀ, _nÂ IfIäÀ, Ass{]kÀ XpS§nb k_v kämš hn`mK§fnÂs¸« Poh\¡mÀ, Fkv.Fkv.FÂ.kn.tbm AXn\p apIfntem hnZym`ymk tbmKyXbpffhcpw, sP.Un.kn./F¨v.Un.kn.]co£ IÄ]mÊmbn«pffhcpw AhÀ tPmensN¿p¶ kwL¯nÂ XpSÀ¨bmbn ap¶p hÀjw apgph³ hsc Poh\¡mcmbn tkh\w A\pjTn¨hcpamsW¦nÂ, A¯cw Poh\¡msc {]kvXpX kwL¯nÂ Pq\nbÀ ¢mÀ¡v XkvXnIbnÂ amän \nban¡mhp¶XmsW¶pw CXp kw_Ôn¨v kwL§fpsS ^oUÀ ImäKdnIfnÂ Bhiyamb hyhkYIÄ DÄs¡mffn¡mhp¶XmsW¶pw \nÀt±in¨ncp¶p.

s{]mtam j ³

k _ k äm^ hmK¯nÂs¸« Poh\ ¡msc Pq\nbÀ ¢mÀ ¡mbn amän \nban¡p¶X Hcp {]tam j \mbn ImW¡m¡mhp¶XÃ. AXp{Sm³ k ^À aptJ\bpff Hcp \nba\w am{XamW. B bXn\mÂ k _ k äm^ hn`mK¯nÂs¸« Poh\ ¡mÀ¡ Pq\nbÀ ¢mÀ ¡pamcmbn \nban¡s¸Sp¶Xn\ k I IcW N«w 185 (2) {] Imcw \niNnX hnZym`ymk tbmKyXbnÂ \n¶ Cfhpe`n¡p¶Xn\À IXbnÃ.

kqN\ aq¶nse kÀ¡peÀ{] Imcw k I IcW Poh\ ¡mÀ¡ {]tam j ³ \Â Ip¶Xn\mbn N«w 185 (2) {] Imcw \niNnX hnZym`ymk tbmKyXbnÂ \n¶pw Cfh \Â Ip¶X kw_Ôn¨ ]pds¸Sphn¨ amÀ¤\nÀt±i §fnÂ taÂ സൂചിപ്പിച്ച വസ്തുത വ്യക്തമാക്കിയിട്ടുണ്ട്. ഇതുസരിച്ച് സബ്സ്റ്റാഫ് ImäKdnbnÂs¸« Poh\ ¡mÀ¡ ¢mÀ ¡mbn \nba\w e`n¡p¶Xn\ s{Sbn\nwK tbmKyXbnÂ \n¶pw Hgnhm¡p¶Xn\mbn {]tXyI]cnKW\ t]mepw A\phZ\obaÃ.

F¶mÂ Sn \nÀt±i §Ä]e tPmbnâ cPnk{SmÀamcpw IrXyambn]men¨p ImWp¶nÃ. kqN\ bnse kÀ¡pedpIÄ {] Imcapff \nÀt±i §Ä എല്ലാ ജോയിന്റ് രജിസ്ട്രാർമാരും കൃത്യമായി പാലിക്കേണ്ടതാണ്. ഈ \nÀt±i §Ä]men¡p¶XnÂ hogN hcp¯p¶X KpcpXcamb IrXy hntem]ambn IW¡m¡n \S]SnIÄ kzoIcn¡p¶XmsW¶dnbn¡p¶p.

Xm¦fpsS hniz kX³

സഹകരണ സംഘം രജിസ്ട്രാർക്കു വേണ്ടി

\¼À C. Fw (1) 8202/98 | k I IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 13þ8þ99

kÀ¡peÀ \¼À 29/99

hnjbw: **k I IcW kYm]\§fnÂ DtZymK¡bäw \Â Ip¶Xn\ aXkc]co£ \S¯p¶Xþ \nÀt±i §Ä]pds¸Sphn¡p¶p.**

kqN\: **19þ4þ1999se Pn.H.(]n) 68/99 k I IcW \¼À D¯ch 28þ4þ99 Â F k. BÀ.H.\¼À 369/99 B bn A km[mcW KkänÂ {] kn²oIcn¨X.**

kqN\ {] Imcw tIcf k I IcW kwLw N«§fnÂ hcp¯nb t`ZKXn A\pkcn¨ N«w 185 (2) Â]cmaÀin¨n«pff XkXnI bnte¡ DtZymK¡bäw \Â In \nba\w \S¯p¶X Hcp aXkc]co£ \S¯n tbmKyXbpw Ignhpw വിലയിരുത്തിയ ശേഷമായിരിക്കണമെന്ന് വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. ടി മത്സര പരീക്ഷ \S¯p¶Xp kw_Ôn¨ Xmsg]dbp¶ \nÀt±i §Ä]pds¸Sphn¡p¶p.

k l IcW kÀ¡peÀ kaml mcw

1. aXkc]co£ \S¯naqey \nÀ®bwsN¿n¨dm¦ enkä X¿mdm¡n \ÂIp¶ NpaXe kÀ¡mÀ \niNbn¨X\pkcn¨ kwkYm\ k l IcW bqWnb\mW.

2. ഇതിനു വേണ്ടി വരുന്ന ചെലവുകൾക്കായി പരീക്ഷ എഴുതുന്ന ജീവനക്കാരിൽ \n¶pw]co£m ^ok CuSm¡p¶XmW. cPnk{SmdpsS AwKoIm ct¯msS ^oknsâ \nc¡ kwkYm\ k l IcW bqWnb³ \niNbn¡p¶XmW. XpS¡¯nepff ^ok \nc¡ Hmtcm]co£mÀYn¡pw 250/þ cq] bmbn \nPs¸Sp¯nbncn¡p¶p.

3.]co£ ¡pff tNmZy§Ä _ncpZ \nehmc¯nepffhbmbncn¡pw. B [p\nI _m¦mwK k{¼Zmb§Ä, ImÀjnI hymhkmbnI taJebnse \qX\mib§Ä/{]hWXIÄ/amä§Ä F¶nhbpsS]cnPRm\w പരീക്ഷിക്കുന്ന തരത്തിലായിരിക്കും ചോദ്യങ്ങൾ. പരീക്ഷക്ക് രണ്ടു ഭാഗങ്ങളുണ്ടായിരിക്കും. കൃഷി, ഗ്രാമവികസനം, സഹകരണം, അനുബന്ധ നിയമങ്ങൾ തുടങ്ങിയവ ആദ്യ ഭാഗത്തിലും ബാങ്കിംഗ്, അക്കൗണ്ടൻസി, ഫൈനാൻഷ്യൽ മാനേജ്മെന്റ്, ഫിനാൻഷ്യൽ അക്കൗണ്ടിംഗ്, എക്കണോമിക്സ്, കംപ്യൂട്ടർ പരിജ്ഞാനം തുടങ്ങിയവ രണ്ടാം ഭാഗത്തിലും DÄs¸Sp¶XmW. Hmtcm `mK¯n\pw 100 amÀ¡pw]co£ FgpXm³ Bsl 3 aWn¡qdpw A\phZn¡p¶XmW.

ചോദ്യങ്ങൾ താഴെ പറയുന്ന രീതിയിൽ തയ്യാറാക്കേണ്ടതാണ്.

H_PIIShIssS¸	50 amÀ¡
t\m«p IpdnÂ	30 amÀ¡
D]\ymk amXrI	20 amÀ¡

4. tNmZy§Ä Cw¥oj nembncn¡p¶Xpw D¯c§Ä Cw¥ojnÂ¯s¶ എഴുതേണ്ടതുമാണ്.

5. k l IcW kwLwN«§fnse N«w 185 (5) se hyhkYIÄ IqSn]men¨p കൊണ്ട് റാങ്ക് ലിസ്റ്റ് തയ്യാറാക്കുന്നതാണ്.

6. Cudm¦enkä AXp{]kn²s¸Sp¯p¶ XobXnapXÂ Hcp hÀjt¯¡ പ്രാബല്യമുണ്ടായിരിക്കും.

7. aXkc]co£ \S¯p¶X kw_Ôn¨ hnhc§Ä]{X¡pdn¸ hgnbpw kwkYm\ k l IcW _m¦, kwkYm\ ImÀjnI {Kma hnIk\ _m¦, PnÃm _m¦pIÄ F¶nhbpsS Imcy¯nÂ t\cn«pw \ÂIp¶XmW.

8. k l IcW \nba¯ntebpw N«§fntebpw {]kIXamb asäÃm hyhkYIfpw C¡mcy¯nÂ _m[IamW.

hn.]n. tPmbn sF. F. F k.
k l IcW kwLw cPnk{SmÀ

s{]mtam j ³

\¼À.C. Fw.(1)8202/98

k l IcW kwLw cPn k{Smdm ^ok,
Xncph \´]pcw, 13þ8þ99

kÀ¡peÀ \¼À 30/99

hnjbw: **k l IcW kYm] \§ fnÂ DtZymK¡bäw \S¯p¶Xn\ tbmKyXm \nÀ®b]co£ \S¯p¶Xþ\nÀt±i§Ä]pds¸Sphn¡p¶p.**

kqN\: **19þ4þ1999 se Pn.H.(]n) 68/99 k l IcW \¼À D¯ch 28þ4þ99Â F k.BÀ.H.\¼À 369/99 B bn A km[mcW KkänÂ {]kn²olcn¨X.**

kqN\{] Imcw tIcf k l IcW kwLw N«§ fnÂ hcp¯nb t`ZKXn A\pkcn¨ N«w 185 (3) Â]cmaÀin¨n«pff XkXnI Ifnte¡pw N«w 185 (2) \pw 185 (3) \pw CS¡ hcp¶Xpmb XkXnI Inte¡ DtZymK¡bäw \ÂIn \nba\w \S¯p¶X tbmKyXm \nÀ®b]co£]mÊmbhcnÂ \n¶pw ^oUÀ കാറ്റഗറിയിലെ സീനിയോറിട്ടി അനുസരിച്ചായിരിക്കണമെന്ന് വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. Sn tbmKyXm \nÀ®b]co£ \S¯p¶Xp kw_Ôn¨ Xmsg]dbp¶ \nÀt±i§Ä]pds¸Sphní¶p.

1. tbmKyXm \nÀ®b]co£ \S¯naqey \nÀ®bwsN¿n¨ Pbn¨ hcpsS enkä X¿mdm¡n \ÂIp¶ NpaXe kÀ¡mÀ \niNbn¨X\pkcn¨ kwkYm\ k l IcW bqWnb\mW.

2. ഇതിനു വേണ്ടി വരുന്ന ചെലവുകൾക്കായി പരീക്ഷ എഴുതുന്ന ജീവനക്കാരിൽ \n¶pw]co£m ^ok CuSm¡p¶XmW. cPnk{SmdpsS AwKolmct¯msS ^oknsâ \nc¡ kwkYm\ k l IcW bqWnb³ \niNbn¡p¶XmW. XpS¡¯nepff ^ok \nc¡ Hmtcm]co£mÀYn¡pw 250/þ cq]bmbn \nPs¸Sp¯nbncn¡p¶p.

3.]co£ ¡pff tNmZy§Ä _ncpZ \nehmc¯nepffhbmbncn¡pw. B[p\nI _m¦mwK k{¼Zmb§Ä, ImÀjnI hymhkmbnI taJebnse \qX\mib§Ä/{]hWXIÄ/amä§Ä F¶nhbpsS]cnPRm\w പരീക്ഷിക്കുന്ന തരത്തിലായിരിക്കും ചോദ്യങ്ങൾ. പരീക്ഷക്ക് രണ്ടു ഭാഗങ്ങളുണ്ടായിരിക്കും. കൃഷി, ഗ്രാമവികസനം, സഹകരണം, അനുബന്ധ നിയമങ്ങൾ തുടങ്ങിയവ ആദ്യ ഭാഗത്തിലും ബാങ്കിംഗ്, അക്കൗണ്ടൻസി, ഫൈനാൻഷ്യൽ മാനേജ്മെന്റ്, ഫിനാൻഷ്യൽ അക്കൗണ്ടിംഗ്, എക്കണോമിക്സ്, കംപ്യൂട്ടർ പരിജ്ഞാനം തുടങ്ങിയവ രണ്ടാം ഭാഗത്തിലും DÄs¸Sp¶XmW. Hmtcm `mK¯n\pw 100 amÀ¡pw]co£ FgpXm³ 3 aWn¡qdpw A\phZn¡p¶XmW.

tNmZy§Ä Xmsg പറയുന്ന രീതിയിൽ തയ്യാറാക്കേണ്ടതാണ്.

H_PISoh ssS¸	50 amÀ¡
t\m«p Ipdn¡Â	30 amÀ¡
D]\ym k amXrI	20 amÀ¡

k I IcW kÀ ¡ peÀ kam I mcw

4. tNmZy § Ä Cw¥o j nembncn ¡ p ¶ Xpw D ¯ c § Ä Cw¥o j nÂ ¯ s ¶ എഴുതേണ്ടതുമാണ്.

5. Hmtcm `mK ¯ nepw 40% amÀ ¡ p hoXw t \ Sp ¶ bmÄ tbmKyXm \ nÀ® b] co £] m Êmb Xmbn {] Jym] n ¡ p ¶ XmW.

6.] co £] mÊmhp ¶ hÀ ¡ Hcp kÀ«n ^ n ¡ äsk ³ {SÂ t _mÀU Hm ^ F I kmant \ j ³ k \ Â I p ¶ XmW.

7. tbmKyXm \ nÀ® b] co £ kw_ Ôn ¨ hnhc § Ä] {X ¡ pdn¸ hgnbpw kwkYm\ k I IcW _m¦, kwkYm\ ImÀ j n I {Kma hn I k \ _m¦, PnÃm _m¦p I Ä F ¶ nh bpsS Imcy ¯ nÂ t \ cn«pw \ Â I p ¶ XmW.

8. k I IcW \ nba ¯ nte bpw N« § fnte bpw {] k I Xamb asäÃm hyh k Y I fpw C ¡ mcy ¯ nÂ _m [I ambncn ¡ pw.

hn.] n. tPmbn sF. F. F k.
k I IcW kwLw cPn k {SmÀ

\ ¼À.C. F w.(1)8202/98

k I IcW kwLw cPn k {Smdm ^ o k,
Xncph \ ´] pcw, 27þ10þ99

kÀ ¡ peÀ \ ¼À 41/99

hn j bw: **k I IcW kYm] \ § fnÂ DtZymK ¡ bäw \ Â I p ¶ Xn\ aX k c] co £ bpw tbmKyXm \ nÀ® b] co £ bpw \S ¯ p ¶ X þ \ nÀt± i § Ä] pds¸ Sphn ¨ X t`ZKXn \ nÀt± i § Ä] pds¸ Sphn ¡ p ¶ p.**

kqN\: **k I IcW kwLw cPn k {SmdpsS 13þ8þ99 se 29/99Dw 30/99 Dw \ ¼À kÀ ¡ pedp I Ä.**

kqN\ {] I mcw] pds¸ Sphn ¨ n«pf f 29/99 te bpw 30/99 te bpw kÀ ¡ peÀ \ nÀt± i § fnse 4 maX \ nÀt± i {] I mcw tNmZy § Ä Cw¥o j nÂ B bncn ¡ p ¶ Xpw ഉത്തരങ്ങൾ ഇംഗ്ലീഷിൽ തന്നെ എഴുതേണ്ടതുമാണെന്ന് വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്.

D ¯ c § Ä ae bmf ¯ nepw F gpXm ³ A \ phZn ¡ Wsa ¶ ആവശ്യപ്പെട്ടുകൊണ്ട് ഈ ഓഫീസിലും സർക്കാരിലും നിവേദനങ്ങൾ ല`ിച്ചിട്ടുണ്ട്. Sn \ nthZ\ § Ä ] cnKWn ¨ kÀ ¡ peÀ 29/99 te bpw 30/99 te bpw 4 maXp hyh k Y Xmsg ] db pw {] I mcw t`ZKXn sNbX \ nÀt± i § Ä] pds¸ Sphn ¡ p ¶ p.

4. tNmZy § Ä Cw¥o j nembncn ¡ p ¶ Xpw D ¯ c § Ä Cw¥o j ntem ae bmf ¯ ntem F gpXmhp ¶ XmW.

hn.] n. tPmbn sF. F. F k.
k I IcW kwLw cPn k {SmÀ

No.EM.14195/80. Office of the Registrar of Co-operative Societies
Trivandrum, 18-9-1980

CIRCULAR No. 61/80

Sub: **Qualifications prescribed under Rule 186 of the rules under Section 80 - Applicability to persons in service prior to 1-1-1974 for purpose of promotion-Clarification to Rule 200 of the Rules under Section 80 - Issued.**

Ref: **1. This office Circular No. 40/79 issued in No. CRB 3-50181/78/ 11-7-1979.**

2. G.O.Rt.2371/80 dated 20-8-1980.

It has been stipulated in Circular cited (1) above that promotion of employees should be done as per feeder category sub rules prescribed as per Rule 185, and that persons who do not possess the requisite qualifications as provided in Rule 186 should not be promoted without their qualifications being related with the prior approval of Registrar of Co-operative Societies as contemplated in Rule 185 (2). It was also stated therein that Rule 200 does not afford any protection in the matter of promotion.

(2) Government have in G. O. cited (2) above, clarified that employees who were in G. O. cited (2) service prior to 1-1-1974 will be eligible for promotion to higher posts if they are otherwise qualified on the basis of approved service regulations, then in force i.e., as on 31-12-1973.

(3) In the light of the above clarification of Government, the Circular cited
(1) above is modified to the following extent:

(i) Employees who were in service as on 31-12-1973 will be eligible for promotion to higher posts if they are duly qualified for promotion to the higher post subject to the qualifications prescribed in the approved service Rules in force as on 31-12-1973 in respect of that society.

(ii) Employees who have been appointed on or after 1-1-1974 will be governed by Rule 186 of the rules under section 80 for purpose of promotion.

(iii) Persons whose are not qualified as per approved service Rules in force as on 31-12-1973 or as per rules 186 of the Rule.

(iv) All promotion to higher posts will however be governed by Rule 185 (i),

for the purpose of which suitable feeder category rules should be framed with the approval of Registrar.

4. Orders in the case of employees in service in co-operative institutions wherein there were no approved service rules as on 31-12-1973 will be issued separately.

M. S. Joseph
Registrar of Co-operative Societies

No. E M (1).1062/82. Office of the Registrar of Co-operative Societies
Trivandrum,15-6-1982

From

The Registrar of Co-operative Societies,
Trivandrum.

To

All Joint Registrars of Co-op.Societies.

Sir,

Sub: **Qualification under Rule 186- promotion to the posts carrying scale of pay Rs. 250/- and above as per the revision of Pay Scales- clarification issued.**

The scales of pay of various categories of posts in Appendix III to KCS Rules 1969 have been revised as per different executive orders of Government in respect of certain categories of Co-op. Institutions such as Kerala State Co-op. Bank, Kerala Co-op. Central Land Mortgage Bank, Central Co-op. Banks, Primary Land Mortgage Banks and Primary Agricultural Credit Societies etc. The different Govt. orders as per which the scale of pay have been thus revised have no effect of amending the relevant rules (appendix III to KCS Rules). Steps are being taken to get the rules suitably amended.

It is therefore clarified that, pending amendment of the Rules, the qualification under Rules 186 of K.C.S. Rules for different categories of posts, have to be decided based on the pre-revision scales of pay which is prescribed in appendix III to the KCS Rules 1969.

(Sd/-)
For Registrar of Co-operative Societies

hnZym`ym k tbmKyX

No.EM (1) 401/84. Office of the Registrar of Co-operative Societies
Trivandrum, 5-5-1984

CIRCULAR No. 22/84

Sub: **Qualifications prescribed under Rule 186 of the Rules under section 80 - Applicability to persons in service prior to 1-1-1974 for the purpose of promotion-Protection under rule 200 - Decision of the Hon'ble High Court in O.P. Nos. 2630/78 and 4094/78 - Instructions issued.**

Ref:
1. **This Office Circular No. 40/79 dated 11-7-1979.**
2. **G. O. (Rt.) 2371/80 dated 20-8-1980.**
3. **This office circular No 61/80 dated 18-9-1980**
4. **Common Judgement dated 9-11-1983 of the Division Bench of the High Court in O.P. Nos. 2630/78 and 4094/78.**
5. **Government letter No. 98950/C1/83/AD dated 21-1-1984 addressed to the Advocate General with copy to this office.**

In the circular read as item 1 above it has been stipulated that promotion of employees should be done as per Feeder Category sub-rules prescribed as per Rule 185 and that persons who do not possess the requisite qualifications as provided in Rule 186 should not be promoted without their qualifications being relaxed with the prior approval of Registrar of Co-operative Societies as contemplated in Rule 185 (2). It was also stated therein that Rule 200 does not afford any protection in the matter of promotion. Government in G. O. read as item 2 above have clarified that employees who were in service prior to 1-1-1974 will be eligible for promotion if they are otherwise qualified on the basis of approved Service Regulations if any then in force (i.e. as on 31-12-1973.). In view of the above clarifications, revised instructions were also issued as per this office Circular read as item 3 above.

Subsequently the Hon'ble High Court of Kerala, in Narayanan Nair Vs. Kottayam District Co-operative Bank (1984 KLT 248) in the common judgement dated 9-11-1983 of the Division Bench in O.P. Nos. 2630/78 and 4094/78 has held as follows:-

"On a combined reading of Rules 185, 186 and 200, it has to be held that the right to promotion to the higher posts of those already in service but not possessing the higher qualifications introduced under the rules is preserved and protected, the protection is not confined to the emoluments of the posts they held

at the time of the coming into force of the rules. We do not find any reasons to restrict the right of such promotion to the immediately higher posts. The safe-guard intended was for the incumbents in office in respect of promotions”.

The Judgement of the division bench has made it clear that the protection under Rule 200 of the K. C. S. Rules is not confined only to the emoluments of the posts they held at the time of coming into force of the Rules but also extends to the right to further promotion on the basis of pre-existing conditions of service of those already in service but not possessing the higher qualifications introduced under the Rules. Government in the letter read as item 5 above clarified that there is nothing in the Judgement to imply that the directions contained therein is applicable to other service conditions such as retirement age etc. Government have also clarified that protection under Rule 200 to those already in service at the time of coming into force of Rules is available only in respect of emoluments and right for promotion as per previous Rules.

In view of the above, the following clarifications are issued namely:-

(1) The protection envisaged in Rule 200 of the K.C.S. Rules is not confined only to the emoluments of the posts the employees held at the time of coming into force of the Rules but also would take in the right to further promotion on the basis of pre-existing conditions of service of those already in service, even though they are not possessing the higher qualifications introduced under the K.C.S. Rules. That is to say the employees who were in service as on 31-12-1973 will be eligible for promotion to higher posts if they are duly qualified for promotion to higher posts on the basis of the qualifications prescribed in the approved service regulations then in force i.e., as on 31-12-1973 in respect of that society.

(2) Employees who have been appointed on or after 1-1-1974 will be governed by Rule 186 of the K.C.S. Rules for the purpose of promotion.

(3) In the case of employees who are not qualified as per approved Service Regulations of the societies in force as on 31-12-1973 or as per the Rule 186 of the KCS Rules, Rule 185 (2) of the said rules shall apply for purpose of their promotions.

(4) For all promotions to higher posts suitable feeder category sub rules should be framed with the approval of Registrar, as contemplated under rule 185 (1) of the rules.

K. P. Sreenivasan
Additional Registrar of Co-operative Societies (Credit)
in-charge of Registrar of Co-operative Societies

No.EM (1) 36882/86. Office of the Registrar of Co-operative Societies
Trivandrum, 7-9-1986

CIRCULAR No. 38/86

Sub: **Relaxation of qualification number Rule 185 (2) read with Rule 186 and 200 of the Rules under section 80 of the Kerala Co-operative Societies Act 1969 - Applicability- decision of the Hon. High Court in W. A. No. 309 of 1985 –instructions issued.**

Read: **1. This Office Circular No. 22/84 dated 5-5-84.**

2. Judgement dated 15-10-85 of the Division Bench of the High Court in W.A. No. 309 of 1985.

In the Circular read as item 1 above it was clarified that the employees who were in service as on 31-12-1973 will be eligible for promotion to higher posts if they are duly qualified for promotion to higher posts on the basis of the qualifications prescribed in the approved service regulations just before the coming into force of the rules under section 80 of the Kerala Co-operative Societies Act i.e. as on 31-12-73 in respect of that society. So also the employees who have been appointed on or after 1-1-74 will be governed by Rule 186 of the Kerala Co-operative Societies Rules for the purpose of promotion. It was also clarified therein that in the case of employees who are not qualified as per approved service regulations of the societies in force as on 31-12-73 or as per rule 186 of the Kerala Co-operative Societies Rules, Rule 185 (2) of the said Rule shall apply for the purpose of their promotions.

Subsequently the Hon'ble High Court of Kerala, in K. K. Chacko and another Vs. N. V. Joseph and others (1985 KLJ 970) in the Judgement dated 15-10-85 of the division bench in W.A. No. 309/85 of O.P. No. 5803/81 has held as follows:

"Sub Rule (2) of Rule 185 confers power on the Registrar to give approval for relaxation from the qualifications mentioned under the Rules. The Qualifications under the Rules are specified under Rule 186. The power of relaxation referred to in sub rule (2) of Rule 185 relates to the qualifications specified under the Rules. However, an employee who has been in the service of the society since prior to the date on which the Rules came into force and who was qualified to hold the post which he held or any promotional post in terms of the bye-laws is well protected by Rules 185, 186 and 200, even if he lacks the qualifications prescribed under Rule 186.

The power to relax mentioned under sub rule (2) of Rule 185 is, as stated above, a power with reference to the qualifications prescribed under Rule 186 and not with reference to the bye-laws. If a person does not have the requisite qualifications in terms of Rule 186, he may be granted relaxation from those qualifications by recourse to the power under Rule 185 (2). That is specially meant for the protection of persons who came into the service of the society after the rules came into force, but those who have been in its service since prior to the coming into force of the rules are sufficiently well protected by reason of Note (1) to Rule 186 as well as Rule 200. The power of the Registrar under the bye-laws is necessarily confined within the bounds of the Rules, unless the power had been exercised in terms of the bye-laws before the Rules came into force. If by such valid exercise of power a right had been conferred upon the employee, such right remains protected by reason of Rule 200 and other provisions".

The Judgement of the division bench has made it clear that sub rule (2) of Rule 185 confers power on the Registrar to give approval for relaxation of qualifications prescribed under Rule 186 and not with reference to the bye-laws. Rule 200 and Note (I) to Rule 186 of the Kerala Co-operative Societies Rules protect only the acquired rights. The Registrar has power to grant relaxation in terms of the bye-laws only so long as the bye-laws operated in full force prior to the coming into force of the statutory Rules.

In view of the above the following clarifications are issued in partial modification of the Circular read as item 1 above:-

(1) The clarification issued under item 3 in the Circular read as item 1 above stands deleted.

(2) Sub Rule (2) of Rule 185 confers power on the Registrar to give approval of relaxation of qualifications prescribed under rule 186 of the Kerala Co-operative Societies Rules and not with reference to the bye-laws. Hence Rule 185 (2) shall apply and can be invoked only in the case of persons not having the requisite qualifications in terms of Rule 186 and it cannot be invoked in the case of employees who were in service prior to coming into force of the Rules and not qualified for promotion as per the approved service regulations of the society which were then in existence i.e. as on 31-12-73.

(3) The protection envisaged under Rule 200 and Note (1) to Rule 186 is

only in respect of such employees who have been in the service of a society since prior to coming into force of the Rules. They will protect only acquired rights of such employees. Therefore, those provisions would apply to those who obtained relaxation of qualifications in terms of the bye-laws of that society even before the commencement of the rules in force. If such a right had been acquired for promotion by obtaining the relaxation of qualification in terms of the bye-laws before the Rules came into force, that right would be protected by reasons of Note (1) to Rule 186 and Rule 200.

(4) The Registrar of Co-operative Societies has power to grant relaxation in terms of the bye-laws only so long as the bye-laws operated in full force prior to the coming into force of the statutory Rules.

In short, the effect of the judgement is as follows:

(a) Relaxation from the prescribed qualifications, under Rule 185 (2) is permissible only in the case of those employees who were appointed on or after 1-1-74.

(b) Employees in service as on 31-12-73 and who were qualified to the post they held, according to the bye-laws of the society which were then in existence, can continue in the post by virtue of the protection given under note (1) to rule 186, even if they lack the qualifications prescribed under rule 186 of the Kerala Co-operative Societies Rules.

(c) Employees who were in service as on 31-12-73 will be eligible for protection to higher posts if they were qualified for promotion to higher posts on the basis of the qualifications prescribed in the service regulations of the society then in force i.e. as on 31-12-73, even though they are not having the qualifications prescribed under Rule 186 and

(d) Even if the Service regulations (Bye-laws) in force as on 31-12-73 permitted the relaxation of the qualifications by the Registrar, this power cannot be invoked after the coming into force of rules under section 80 of the Kerala Co-operative Societies Act.

K. V. Nambiar
Registrar of Co-operative Societies

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No. EM (1) 63189/88. Office of the Registrar of Co-operative Societies
Trivandrum, 23-1-89

CIRCULAR No. 5/89

Sub: **Exemption under rule 185 (2) of the Kerala Co-operative Societies Rules for the purpose of promotion-date of effect of relaxation.**

Ref: **Judgement dated 3-12-87 in O. P. No. 8947/85.**

Rule 185 (2) of the Kerala Co-operative Societies Rules empowers the Managing Committee of a society to relax the qualifications of an employee for purposes of promotion in deserving cases with the prior Approval of the Registrar and for reasons to be recorded in writing.

The Hon'ble High Court as per judgement dated 3-12-87, in O.P.No. 8847/85 between S.Gopakumar and Registrar of Co-operative Societies, held that as prior approval of the Registrar of Co-operative Societies is a condition precedent for giving relaxation from qualification under Rule 185 (2), the relaxation will operate only from the date of order of Registrar approving such relaxation unless the committee fixes a prior date from which the relaxation will operate and that it is approved by the Registrar.

The Joint Registrars, while exercising powers under Rule 185 (2) are requested to adhere to the observations of the court scrupulously. It should also be ensured that the Co-operative Institutions implement the orders issued by competent authority under Rule 185 (2) according to the above principle.

(Sd/-)
For Registrar of Co-operative Societies

GOVERNMENT OF KERALA
ABSTRACT

Co-operation- Granting of exemption from educational qualification for purposes of promotion under rule 185 (2) of the Kerala Co-operative Societies Rules 1969- Guidelines for deciding deserving cases-approved.

COOPERATION (B) DEPARTMENT

G.O.(MS) 16/89/coop. Trivandrum, 22nd March 1989

Read:**1. G.O. (MS) 18/88 Co-operative dated 17-6-88**

2. Letter No. EM (1) 43622/88 dt. 3-10-88 from the Registrar of Co-operative Societies.

hnZym`ym k tbmKyX

ORDER

Rule 185 (2) of the Kerala Co-operative Societies Rules 1969 as amended in the G.O. read above empowers the committee of a co-operative society to relax the qualifications of an employee for purposes of promotion in deserving cases with the prior approval of Registrar of Co-operative Societies and for reasons to be recorded. The subject Committee IX Local Administration and Co-operation while approving the amendment to the rule 185 (2) of the Kerala Co-operative Societies Rules has observed that some guidelines should be issued to decide the deserving cases for exemption as per the said Rule.

Government after examining the matter in detail approve the guidelines appended for deciding whether a given case is deserving one or not for exemption under rule 185 (2) of the Kerala Co-operative Societies Rules 1969 as amended by the G.O. read above.

By order of the Governor
K. Uppiliappan
Secretary to Government

APPENDIX

1. EXEMPTION FROM ACADEMIC QUALIFICATION

i. Minimum qualification for ministerial and supervisory posts other than those requiring technical qualification shall be S.S.L.C. Exemption from passing S.S.L.C. shall not be granted under any circumstances provided that in the case of employees who were appointed directly to the ministerial posts before 1-1-74, S.S.L.C. need not be insisted.

ii. Where academic qualification prescribed is graduation and above, exemption from acquiring the said qualification may be considered, if the incumbent satisfied the following conditions.

a) Should have passed J.D.C. or equivalent.

b) Should have minimum Service of 5 years in the feeder category.

c) Should not be less than 45 years of age.

2. EXEMPTION FROM TRAINING QUALIFICATION

i. Employees of the sub-staff category shall not be exempted from training qualification for purpose of promotion to the clerical category.

ii. In the case of employees continuing in the ministerial and supervisory posts, exemption from training qualification may be considered if such

employees have got a minimum service of 5 years in the feeder category and have passed 45 years of age.

3. GENERAL CONDITIONS TO BE SATISFIED

i. The resolution of the Board of Directors of the society should indicated clearly the reasons justifying the exemption and a brief history of service of the incumbent with details of punishment awarded and results of the performance appraisal.

ii. The incumbent should not have been punished by imposing any of the following penalties within a period of 5 years prior to the date of the resolution.

a) Withholding of increments with cumulative effect.

b) Withholding of promotion

c) Recovery from pay of the whole or part from any pecuniary loss caused to the society, by negligence or breach of orders or otherwise.

d) Reduction to a lower rank.

iii. For posts requiring technical and special qualifications other than those prescribed under Rule 186, exemption from relevant qualification shall not be granted.

iv. The Board of Directors should certify the competency of the incumbent to hold the post to which he is to be promoted.

v. Exemption, being given to an individual, should be for promotion to a specified post i.e.. Exemption from qualification should be obtained at the time of each promotion.

4. AUTHORITY FOR GRANTING EXEMPTION

i. Applications for exemption in respect of employees in the State and district level societies shall be disposed of by Registrar of Cooperative Societies. Joint Registrar of the District shall be Competent to dispose of application in respect of employees in all other types of Societies subject to the guidelines.

ii. All applications which no not strictly conform to the guidelines shall be disposed of by Registrar of Co-operative Societies only, Irrespective of the type of Societies. In such cases, the Registrar shall take a decision taking into account the special circumstances, if any and the larger interest of the Society Concerned.

By Order of the Governor
K. Uppiliappan
Secretary to Government

No.EM (1) 43622/83. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 12-4-1989

CIRCULAR No. 22/89

Sub: **Co-operation – Granting of exemption from educational qualifications for purposes of promotion under Rule 185 (2) of the Kerala Co-op: Societies Rules- 1969- Guidelines for deciding deserving cases-issued.**

Rule 185 (2) of the Kerala Co-op: Societies Rules 1969, as amended in G. O. (Ms) No. 18/88/Co-op: dated 17-6-1988 empowers the committee of a society to relax the qualifications of an employee for purpose of promotion in deserving cases with the prior approval of the Registrar and for reasons to be recorded in writing. Accordingly, the proposals received from the societies other than Apex and district level societies were being disposed of by the Joint Registrars in the districts under the delegated powers. In the absence of specific guidelines to decide whether a given case is a deserving one for being considered for promotion relaxing the qualification, decisions granting/refusing relaxation from the prescribed qualification were also found to be not uniform. So also a general tendency to recommend all cases for relaxation from the prescribed qualifications in a routine manner without going into the merits and without considering the effect of such exemption in the general working of the institution, has been noticed on the part of the management of the societies. Considering all these aspects, it is felt that specific instructions should be issued for the guidance of the officers exercising the powers under rule 185 (2) of the Kerala Co-op: Societies rules. Accordingly the following guidelines are issued with the approval of the Government for deciding as to whether any given case is a deserving one or not for relaxation of qualifications under rule 185 (2) of the Kerala Co-op: Societies rules 1969, for purpose of promotion of employees.

1. Exemption from academic qualification:

(i) Minimum qualification for ministerial and supervisory posts, other than those requiring technical qualification shall be S.S.L.C. Exemption from passing S.S.L.C. shall not be granted under any circumstances. However in the case of employees who were appointed directly to the ministerial posts before 1-1-1974, the above restriction will not apply.

(ii) Where academic qualification prescribed is graduation and above, exemption from acquiring the said qualification may be considered, if the incumbent satisfied the following conditions.

(a) Should have passed JDC or equivalent.

(b) Should have a minimum service of 5 years in the feeder category.

(c) Should not be less than 45 years of age.

2. Exemption from Training qualification:

(i) Employees of sub-staff category shall not be exempted from training qualification for purpose of promotion to the clerical category.

(ii) In the case of employees continuing in the ministerial and supervisory posts, exemption from training qualification may be considered if such employees have got a minimum service of 5 years in the feeder category and have passed 45 years of age.

3. General conditions to be satisfied:

(i) The Resolution of the Board of Directors of the Society relating to relaxation from qualification should indicate clearly the reason justifying the exemption and should certify the competency of the incumbent to hold the post to which he is being promoted based on performance appraisal.

(ii) The incumbent should not have been punished by imposing any of the following penalties within a period of 5 years prior to the date of the resolution.

(a) withholding of increment, with cumulative effect,

(b) withholding of promotion.

(c) Recovery from pay of the whole or part for any pecuniary loss caused to the society, by negligence or breach of orders or otherwise.

(d) Reduction to a lower rank.

(iii) For posts requiring technical and special qualifications other than those prescribed under Rule 186, exemption from relevant qualifications shall not be granted.

(iv) Exemption, being given to an individual should be for promotion to a specified post i.e., exemption from qualification should be obtained at the time of each promotion.

AUTHORITY FOR GRANTING EXEMPTION:

(i) Subject to the above guidelines, the Joint Registrar of the Districts are competent to dispose of all applications for exemption in respect of employees

of societies having area of operation extending to less than a district. As regards applications for exemption in respect of employees of Co-op: Societies having area of operation extending to one District and above eligible proposals will be referred to Registrar of Co-operative Societies by the Joint Registrar concerned duly recommended and such applications will be disposed of by Registrar of Co-operative Societies.

(ii) Applications which do not strictly conform to the guidelines, but are considered as deserving cases for any special reasons, may be referred to Registrar of Co-operative Societies by the Joint Registrars concerned duly recommended and such applications shall be disposed of by the Registrar of Co-operative Societies only, irrespective of the type or area of operation of the society.

The procedure prescribed in Registrar's letter No EM (2) 66638/88 dated 4-1-1989 with regard to filing of applications for exemption should be strictly followed. All the documents indicated there in and such other particulars as are considered necessary by the Joint Registrar should be obtained and scrutinised properly before taking a final decision on the application for exemption. Joint Registrars should exercise the power of exemption diligently and with utmost caution so as to ensure that only deserving cases are granted exemption.

The instructions issued in Registrar's letter No EM (1) – 49346/88 dated 19-9-1988 to the Joint Registrars, to forward all applications relating to exemption under rule 185 (2) of the KCS Rules to Registrar, are hereby withdrawn. Hereafter only those applications which are to be disposed of by the Registrar of Co-operative Societies alone need be sent to Registrar. Receipt of this circular should be acknowledged.

P. Prabhakaran
Registrar of Co-operative Societies

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No.EM (3) 54412/90. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 2-9-1993

CIRCULAR No. 63/93

Sub: **Co-operation- protection envisaged in Rule 200 of the Kerala Co-operative Societies Rule on the rights and privileges of the employees of Co-operative Societies existed as on 31-12-73 – Implication of Rule 200 with Rules 185 (2) and 186- instructions issued.**

Read: **1. This office Circular No. 38/86, dated 7-9-86**

2. G.O. (MS) 18/88/Co-op: dated 17-6-1988 (S.R.O.No. 724/CS) published in Kerala Gazette Dated 17-6-88.

3. This office Circular No.22/89 dated 12-4-89.

In this office Circular No. 38/86 dated 7-9-86, instruction on the application of Rules 185 (2) read with Rules 186 and 200 of Kerala Co-op; Societies Rules under section 80 of the Kerala Co-operative Societies Act were issued keeping in view of the judgement of the Division Bench of Hon’ble High Court in W/A No. 309/85. The gist of the instructions in the Circular are.

a) Relaxation from the prescribed qualification under Rule 185 (2) is permissible only in the case of those employees who were appointed on or after 1-1-1974.

b) Employees who were in service as on 31-12-73 and who were qualified for the posts they held according to the approved service regulations of the society which were then in existence can continue in the post by virtue

of protection given under note (1) to rule 186 (1) and they are eligible for the promotion to higher post provided they possess qualifications prescribed in the service regulations then in force as on 31-12-1973 in the society even if they do not possess qualifications prescribed under rule 186 of the Kerala Co-operative Societies Rules.

In case the bye-laws of any society empowers the Registrars to grant exemption to any employee from the prescribed qualification such exemption cannot be granted after coming with forces of the statutory Rules.

2. As per the notification issued by Government in G.O. (MS)18/88/Co-op: dated 17-6-1988 rules 185 (2) and 200 were amended and a new rule 201 was also inserted. Due amendment to rule 200 promotion to employees who were in service prior to 1-1-74 made possible to more than one higher posts. And as per rule 185 (2) as amended, relaxation from the prescribed qualifications is permissible both in the case of employees appointed before and after 1-1-74. Further as per rule 201 promotions made after 1-1-74 and before 17-6-1988 shall be deemed to have been made in accordance with rule 185 and 200 of Kerala Co-op. Societies rules as amended. In view of the amendments effected to rules 185 (2) and 200 and insertion of rule 201 the Hon’ble High Court in its judgement in O.P. No. 8777/87 observed that the view taken in Circular No. 38/86 dated 7-9-86 requires reconsideration.

3. In the circumstances the following clarifications are issued.

a) The protection envisaged in rule 200 of Kerala Co-op: Societies Rules to the employees already in service at the time of coming into force to the Kerala Co-operative Societies Rules under Section 80 of the Act (i.e.. As on 1-1-74) is available in respect of emoluments, promotion to higher post or posts and to any other benefits except the age of retirement, provided for the then existed bye-laws or approved service conditions and regulations if any of the respective societies.

b) Employees in service as on 31-12-1973 and who were qualified to the post they held according to the bye-laws or service conditions if any of the society which were then in force, given under note to sub rule (1) of rule 186 even if they do not possess the qualifications prescribed under rule 186 of the Kerala Co-operative societies Rules.

c) The employees who were in service as on 31-12-73 will be eligible for promotion to higher posts if they possess the required qualifications for

the higher posts prescribed in the approved service regulations or bye laws then in force i.e. as on 31-12-73 in respect of that society.

d) If no qualifications were fixed for a particular post/posts or if there were no bye-laws or approved service regulations existed prior to 1-1-74 in a society, promotions can be effected only if the employees are qualified in accordance with rule 186 of Kerala Co-operative societies Rules.

e) Even if the service regulations (bye-laws) in force as on 31-12-73 permitted the relaxation of the qualification by the Registrar such power cannot be invoked after the rules under section 80 of Kerala Co-operative Societies Act have come into force.

f) In case of employees who are not qualified as per the service regulations existed prior to 1-1-74 or as per Rule 186 of the Kerala Co-operative Societies Rules, relaxation from the prescribed qualifications under rule 185 (2) is permissible both in the case of employees appointed before and after 1-1-74.

g) In case of employees who were in service as on 31-12-73 their promotions to higher posts made during the period 1-1-74 to 17-6-88 will be deemed to have been made in accordance with the provisions of rule 185 and rule 200 amended.

h) The amendments to sub rule (2) of rule 185 are made to enable promotions to all the employees irrespective of their dates of appointment Rule 201 is introduced to give protection to the employees who were in service prior to 1-1-74 and who were given promotion to more than one post as per the service conditions or bye-laws existed as on 31-12-73. Therefore irregular promotions made during 1-1-74 to 17-6-88 cannot be deemed to have been made under Rules as amended empowers the committee of a co-op: society to relax the qualification of the employee for the purpose of promotion in deserving cases with prior approval of Registrar and for the reasons to the recorded. For deciding as to whether a given case is a deserving one or not for relaxation of qualifications under rule 185 (2) of guidelines have already been issued in this office Circular No 22/89 dated 12-4-1989 for strict compliance.

V. S. Senthil
Registrar of Co-operative Societies

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\¼À C. Fw.(3) 44676/97 | k l IcW kwLw cPnk{Smdm^okv Xncph\´]pcw

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hnjbw: **k l IcWw þ k l IcWPoh\¡mÀ¡v {]tamj³ \ÂIp¶Xn\mbn tIcf k l IcW kwLw dqfnse dqÄ 185 (2) {]Imcw hnZym`ymk tbmKyXbnÂ Cfhv A\phZn¡p¶Xv þ kw_Ôn¨pff IqSpXÂ \nÀt±i§Ä**

kqN\: 1. **Cu Hm^okn se 12þ4þ1989 se 22/89 \¼À kÀ¡peÀ**

2. **Cu Hm^okn se 18þ7þ90 se 26/90 \¼À kÀ¡peÀ**

സൂചന രണ്ടിലെ സർക്കുലറിനോട് അനുബന്ധമായിട്ടുള്ള പ്രഫോർമയിൽ Nne amä§Ä hcp¯n CtXmsSm¸w DffS¡w sN¿p¶p. taenÂ Cfh\p hmZ¯n\pff At]£ tbmsSm¸w amäw hcp¯nbn«pff {]t^mÀabmWv പൂരിപ്പിച്ച് അയക്കേണ്ടതെന്നും പ്രഫോർമയിൽ രേഖപ്പെടുത്തുന്ന കാര്യങ്ങൾ ശരിയാണെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ് എന്നും അറിയിക്കുന്നു.

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kÀ¡peÀ \¼À 7/98 sâ A\p_Ôw.

1. kwL¯nsâ t]cv, Xmeq¡v :
2. kwLw GXv ¢mÊnÂs¸Sp¶p :
3. kwL¯nse AwKoIrX Poh\¡mcpsS F®w :
4. kwL¯nÂ Ct¸mÄ tPmen sN¿¶ Poh\¡mcpsS F®w. :
5. AwKoIrX Poh\¡mcnÂ IqSpXÂ സംഘത്തിൽ ജോലി ചെയ്യുന്നുണ്ടോ? :
6. kwL¯nÂ AwKoIcn¨ ^oUÀ കാറ്റഗറി റൂൾസ് നിലവിലുണ്ടോ? :
7. ഉണ്ടെങ്കിൽ ആയതിന് അംഗീകാരം \ÂInb D¯chnsâ \¼dpw XobXnbpw :
8. kwL¯nÂ A\phZn¡s¸«n«pff XkvXnI IÄ GsXÃmw? :
9. XkvXnI IÄ A\phZn¨ D¯chnsâ \¼dpw XobXnbpw. :
10. DtZymK¡ bä¯n\mbn hnZym`ymk tbmKyXbnÂ :
നിന്നും ഇളവ് അനുവദിക്കേണ്ട ജീവനക്കാരന്റെ പേര്
11. Sn Poh\¡mcsâ P\\XobXnbpw hbÊpw :

hnZym`ym k tbmKyX

12. Sn Poh \ ¡ mcsâ hnZym`ym k tbmKyX I Ä :
13. Snbm³ Ct¸mÄ tPmensN¿p¶ Xk Xn I :
14. Cu X k Xn I bnÂ tPmensN¿p¶ Xn\ Snbm\ aXnbmb hnZym`്യാസ യോഗ്യതയുണ്ടോ? :
15. CsÃ¦nÂ hnZym`ym k tbmKyXbnÂ ഇളവ് സമ്പാദിച്ചിട്ടുണ്ടോ? :
16. hnZym`ym k tbmKyXbnÂ Cfh k ¼mZn¨n«p ണ്ടെങ്കിൽ പ്രസ്തുത ഉത്തരവിന്റെ നമ്പരും തീയതിയും (പകർപ്പ് അടക്കം ചെയ്യേണ്ടതാണ്.) :
17. hnZym`ym k tbmKyXbnÂ Cfh k ¼mZn¨n«nsÃ¦nÂ Cu X k Xn I bnÂ GXSn k Ym\ ¯ nemW XpScp¶ X? :
18. Snbm\ Ct¸mÄ DtZymK ¡ bäw \Â Im\pt± in ¡ p¶ X k Xn I :
19. Sn X k Xn I ¡ B h i yamb hnZym`ym k tbmKyX I Ä :
20. Sn Poh \ ¡ mcs\ GXp hnZym`ym k യോഗ്യതയിൽ നിന്നാണ് ഒഴിവാക്കേണ്ടത്? :
21. kwL ¯ nÂ \ne hnepf f ^oUÀ ImäKdn k _dqÄ k {] Imcw Snbm³ Cu DtZymK ¡ bä ¯ n\ AÀ l \mtWm? :
22.]Wm] I cWw, DtZymK \nÀh I W ¯ nse IrXy hntem]w XpS § nbh ¡ Snbm³ GsX¦nepw ശിക്ഷണ നടപടികൾക്ക് വിധേയനായിട്ടുണ്ടോ? :
23. Snbm\ Cu X k Xn I bnte ¡ DtZymK ¡ bäw \Â Ip¶ Xn\pw AXn\mbn hnZym`ym k tbmKyXbnÂ Cfh A \phZn ¡ p¶ Xn\mbn At] £ kaÀ¸n ¡ p¶ Xn\pw kwLw ഭരണസമിതി തീരുമാനമെടുത്തിട്ടുണ്ടോ? (Xocpam\ ¯ nÂ \¼dpw Xob Xnbpw \Â Ip I) :
24. kwL ¯ nÂ Poh \ ¡ mcpsS AwKo I cn¨ ko\nt bmdnän en kä {] Imcw At] £ I³ {]tam j \ AÀ l \mtWm? :
25. ko\nt bmdnän en kä {] Imcw A] £ Isât]cn\p : Xmsgbpf fhÀ {]tam j \ \n i NnXtbmKyXbpf f hcmtWm? (hnZym`ym k tbmKyX IqSn tcJs¸Sp ¯ nb സീനിയോറിറ്റി ലിസ്റ്റ് അടക്കം ചെയ്യേണ്ടതാണ്.)

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GOVERNMENT OF KERALA

ABSTRACT

Co-operation Employees who remain in One Category for 13 years Higher Grade Benefit Orders issued.

AGRICULTURE (CO-OPERATION-B) DEPARTMENT

G.O.(MS) No. 291/84/AD. Trivandrum, 25-9-1984

READ: **1. Letter No. EM/15827/79, Dated, 16-11-1981 from the Registrar of Co-operative Societies.**

2. Letter No.EM (2) 5189/83 Dated, 13-6-1984 from the Registrar of Co-operative Societies.

3. Letter No PL/1377/84, Dated 17-9-1984 from the Secretary, State Co-operative Union.

ORDER

Government are pleased to order that all the regular employees, below the level of Supervisory Cadre in Co-operative Institutions under the Control of the Registrar of Co-operative Societies, who remain in the same Category of post for 13 years or more in the normal course will be allowed with immediate effect the benefit of a higher grade on completion of 13 years of regular Service in that Category.

By order of the Governor
Sarojini
Deputy Secretary to Government

GOVERNMENT OF KERALA

(Abstract)

Co-operation- Higher Grade benefit to the employees of Co-operative institutions-Orders issued.

CO-OPERATION (B) DEPARTMENT

G.O. (MS) No. 36/88/Co-op. Trivandrum, 27-9-1988

Read: **1. G.O. (MS) NO. 291/84/AD. Dated 25-9-84.**

2. Note No. EM (1) 26909/86 dated 1-8-86 from the Registrar of Co-operative Societies.

ORDER

In supersession of the orders issued in the G.O. read above, Government are pleased to order that all the regular employees below the level of supervisory cadre in the Co-operative institutions under the control of the Registrar of Co-operative Societies, who remain in the same category of post for 10 years or more in the normal course will be allowed the benefit of a higher grade on completion of 10 years of regular service in that category.

This will take effect from the date of the Government Order.

By order of the Governor
K. Uppiliappan
Secretary to Government

GOVERNMENT OF KERALA

ABSTRACT

Co-operative Institutions- Benefit of higher Grade allowed to the regular employees below the level of supervisory cadre on completion of 10 years of regular service grant - deciding factors - norms & guidelines issued.

CO-OPERATIVE (B) DEPARTMENT

G.O.(MS) 39/91/Co-op. Thiruvananthapuram, 27-4-1991

Read: **1. G.O. (MS) 291/84/AD dt. 25-9-84**

2. G.O. (MS) 36/88/Co-op dt.27-9-1988

3. Lr. No. EM 2-53909/84 dt. 7-12-1984 of Registrar of Co-operative Societies

4. Note No. EM (2) 60742/86 dt. 10-10-1988, Lrs. No. EM (2) 71390/88 dt. 13-4-1989, 8-6-1989 and EM (2) 49442/89 dt. 25-10-1989 and 17-2-1990 of Registrar of Co-operative Societies

ORDER

Government as per G.O. read as second paper above orders were issued in supersession of the earlier orders that all regular employees below the level of Supervisory cadre in the Co-operative institutions under the control of Registrar of Co-operative Societies who remain in the same category of post of

10 years or more in the normal course will be allowed the benefit of a higher grade on completion of 10 years of regular service in that category. Registrar of Co-operative Societies had informed that the various institutions follow different procedures for the grant of higher grade. Hence Registrar of Co-operative societies has prepared a set of guidelines to regulate the grant of higher grade on a uniform basis. The factors to be taken into consideration and the guidelines in this regard prepared by Registrar of Co-operative societies were engaging the attention of Government for quite some time past.

2. Government are pleased to approve the norms and guidelines prescribed by Registrar of Co-operative Societies for being followed by the Co-operative Institutions in regard to the grant of Higher Grade benefit enjoyed as per the G.O. read as second paper above. The guidelines are appended to this order.

3. The Guidelines can be made applicable with effect form 25-9-1984 or with effect from 27-9-1988 and to that extent these will have retrospective effect, so that the irregular promotions and fixation of pay if already ordered by the societies could be rectified within the ambit of rules. Otherwise, past cases should not be reopened applying the retrospective nature of the guidelines.

4. The Registrar of Co-operative Societies is authorised to clear any doubt or clarifications arising out the guidelines appended to this order.

5. It is further ordered that employees are allowed six month time to exercise option within six months form the date on which they become eligible for the higher grade.

By order of the Governor
K. Uppiliappan
Commr. & Secretary to Government

APPENDIX

GUIDELINES FOR REGULATING THE GRANT OF HIGHER GRADE BENEFIT TO THE EMPLOYEES OF CO-OPERATIVE INSTITUTIONS WHO REMAIN IN THE SAME CATEGORY FOR 10 YEARS OR MORE

G.O.(MS) 39/91/Coop. Thiruvananthapuram, 27-4-1991

I. **Qualifying service to be reckoned as regular service for computing the period of 13 years / 10 years as the case may be.**

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1. The Service put in the same post carrying a Time scale of pay which will count for normal increments in the post shall be treated as qualifying service.

Note (1) The Service put in the same post carrying different scales due to revision of scale of pay will be reckoned as service in the same post.

Note (2) The service put in the same post carrying different scales due to change of classification will be reckoned as service in the same post.

Note (3) The Service not counting for increment as punishment will not be reckoned as qualifying service. But the period for which increment is barred without cumulative effect will count as qualifying service.

2. The Service shall be against sanctioned post.

3. The employees shall be fully qualified to hold the post or duly exempted from possessing the prescribed qualification under Rule 185 (2) of the K.C.S. Rules, 1969.

4. The period of service of an employee whose promotion stands barred will not be reckoned as qualifying service.

5. All periods of leave with allowances availed by employees except that availed for taking up employment abroad and that availed by female employees for accompanying husbands abroad, will be reckoned as qualifying service.

6. The period spent on deputation from one Co-operative Institution to another Co-operative Institution will count as qualifying service.

7. The benefit of higher grade is admissible only once.

II. SUPERVISORY AND NON-SUPERVISORY POSTS.

The benefit of Higher Grade is applicable only to the regular employees below the level of supervisory cadre.

III. SCALES OF PAY OF HIGHER GRADES

1. The scale of pay admissible for the Higher grade will be the scale of pay of the regular promotion post subject to the requirement of qualification.

2. If there is no regular promotion post the scale of pay of the higher grade will be fixed by Registrar of Co-operative Societies.

Note 1. The appointment of Peon/Attender/Salesman/Watchman etc. as Clerk will not be treated as regular promotion.

2. When the classification of a society is changed, the higher grade admissible will be determined with reference to the actual post held by the employee before the classification was changed and not with reference to the scale of pay of the higher grade sanctioned to him earlier.

3. In the case of persons not possessing the requisite qualification for promotion to the regular promotion post an appropriate scale of pay will be fixed as higher grade by Registrar of Co-operative Societies.

4. The employee who relinquish claim for promotion are not eligible for the benefit of higher grade.

IV DESIGNATION

An employee who is given the benefit of higher grade will continue to be designated as earlier in the original post with the words 'Higher Grade' noted in bracket.

V OPTION AND FIXATION OF PAY

1. The pay of an employee who is given the benefit of higher grade will be fixed as per the norms now followed for fixation of pay consequent on promotion.

2. No refixation of pay will be admissible.

3 The employees who are eligible for Higher Grade on completion of 13 years / 10 years of service as the case may be eligible to exercise option to choose a beneficial date to come over to the higher grade. Such option should be exercised within six months from the date on which he became eligible for the higher grade. The option once exercised shall be final. If no, option is exercised as indicated above, he will be deemed to have come over to the higher grade on the date on which he actually became eligible for the higher grade.

The posts below the level of supervisory cadre who are entitled to the benefit of Higher Grade are listed out hereunder.

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URBAN BANKS

Class I Senior Clerk/Cashier
Junior Clerk/Junior Cashier/
Appraiser/Typist/Bill
Collector/Record Keeper/
Driver
Attender
Peon.

Class II Senior Clerk/Cashier
Junior Clerk/Junior
Cashier/Appraiser/
Typist/Bill Collector/
Record Keeper/Driver
Attender
Peon

Class III Senior Clerk
Junior Clerk/Typist/Cashier
Attender
Peon

Class IV Accountant
Cashier/Senior Clerk/
Accountant
Junior Clerk
Peon

Others

Clerk/Peon

PRIMARY CO-OPERATIVE LAND DEVELOPMENT BANK

Class I, II, III, IV

Senior Clerk/Cashier
Junior Clerk/Typist/Typist
cum Clerk/Driver
Record Keeper/Attender
Peon/Watchman

CREDIT SOCIETIES

Class I (Including Special Grade)
Senior Clerk/Cashier
Junior Clerk/Junior Cashier/
Appraiser/Typist
Attendor/Peon

Class II Cashier/Senior Clerk
Junior Clerk/Typist/Junior
Cashier
Attender/ Peon.

Class III Accountant
Senior Clerk
Junior Clerk
Attender

Class IV Accountant
Senior Clerk
Junior Clerk
Attender

Class V Senior Clerk
Junior Clerk
Attender

Class VI Clerk

MARKETING SOCIETIES APEX FEDERATIONS
General Marketing Federation
Rubber Marketing Federation

Senior Clerk/Senior Typist
Stenographer/Steno Typist
Steno/ Receptionist-cum
Telephone Operator
Junior Clerk/Typist /Godown
Keeper
Grader
Grader/ Godown Keeper/
Senior Mixing Yard Supervisor/
Field Officer

Driver
Clerk/Typist/Receptionist
Attender
Telex-cum-telephone operator
Peon/Watchman
Mixing yard Supervisor/
Store Keeper/ Driver/Peon/
Watchman/Lorry Cleaner/
Attender

PRIMARY MARKETING SOCIETIES

Class I Technician/ Grader/
Senior Clerk
Typist/Assistant Technician
Assistant Grader/Junior
Clerk
Attender

Class II Accountant
Cashier/Technician/Grader/
Senior Clerk/SeniorTypist
Junior Clerk
Attender

Class III Accountant
Clerk/Technician /Grader
Assistant Grader/Assistant
Technician
Attender

Class IV Accountant
Clerk/Technician/ Grader
Attender

CONSUMER SOCIETIES APEX FEDERATION

Head Office

Assistant Accountant
Stenographer
Godown Keeper
Senior Clerk
Junior Clerk
Attender
Typist
Watcher
Driver

Department Stores

Senior Clerk
Junior clerk
Godown Keeper
Floor Manager
Sales Assistants
Attender

DISTRICT WHOLESALE STORES

Class I Typist/stenographer
Depot Manager GradeI
Depot Manager Grade II
Senior Clerk
Junior Clerk
Godown keeper
Driver
Salesman
Attender/Peon/Watchman/
Cleaner

Class II, III & IV

Typist/Stenographer
Depot Manager Grade I
Depot Manager Grade II
Senior Clerk
Junior Clerk
Godown Keeper/Driver
Salesman
Attender/Peon/Watcher/
Cleaner

PRIMARY CONSUMER STORES

Salesman
Attender

Industrial Processing Societies
as under Primary Marketing Societies
Other Processing Societies
Farming Societies
Housing Societies

<u>Apex</u>

Stenographer/Senior Clerk/
Senior Typist
Junior Clerk/Junior Typist
Driver/ Record Keeper
Attender
Peon-cum-Night Watchman

Other Housing Societies

Class I Accountant
Senior Clerk
Junior Clerk/Typist

Class II Accountant/Senior Clerk
Junior Clerk/Typist
Attender

Class III Accountant
Clerk
Attender

Class IV Nil

Motor Transport Societies

Class I Accountant
Clerk
Foreman
Store Keeper
Driver/Conductor
Cleaner/Attender

Class II Accountant
Clerk
Attender
Driver/Conductor

Class III Clerk
Attender
Driver/Conductor

Class IV Driver/Conductor

CO-OPERATIVE PRINTING PRESS

Class I Clerk/Compositor
Printer
Binder
Attender

Class II & III
Compositer
Printer
Binder
Attender

ALL OTHER SOCIETIES

Class I & II
Accountant
Senior Clerk
Junior Clerk/Typist
Attender

Class III Clerk & Attenders

Class IV Nil

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GOVERNMENT OF KERALA

ABSTRACT

Co-operative Institutions-Time Bound Higher Grade Benefits to the employees of all Co-operative Institutions-Revised norms and guidelines-Issued.

CO-OPERATION (B) DEPARTMENT

G.O. (MS) No. 7/96/Co-op: Thiruvananthapuram, 25-1-1996

Read: **1. G.O.(MS) 291/84/AD dated, 25-9-1984.**

2. G.O.(MS) 36/88/Co-op. Dated 27-9-1988.

3. G.O.(MS) 39/91/Coop. Dated 27-4-1991.

4. Letter No. EM (2) 45868/93/dated 24-2-94 of Registrar of Co-operative Societies.

5. Lr. No.EM (2) 41541/95 dated 12-12-95 of Registrar of Co-operative Societies.

ORDER

In supersession of the Government Orders read as first, second and third papers above, Government are pleased to approve the revised norms and guidelines for granting Time bound higher grade benefits to the employees of all Co-operative Institutions under the Control of Registrar of Co-operative societies as appended to the order.

2. This order will have retrospective effect from 27-4-91. The irregular promotions and fixation of pay already made by the Co-operatives should be modified to fall within the ambit of revised norms and guidelines.

3. The Registrar of Co-operative Societies is authorised to clear doubt or clarifications arising out of the revised norms and guidelines appended to this order.

By Order of the Governor
N. Sisupalan
Joint Secretary to Government

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APPENDIX TO G.O. (MS) 7/96/CO-OP: DATED 25-1-1996 REVISED NOTE AND GUIDELINES FOR THE GRANT OF TIME BOUND HIGHER GRADE BENEFIT TO THE EMPLOYEES OF CO-OPERATIVE INSTITUTIONS

A. In the case of employees under sub-staff category:-

i) The first higher grade on completion of 10 years of service in the entry post.

ii) The second higher grade should be on completion of either 10 years service in the first promoted post or a total service of 20 years in the entry post and the first regular promotion post/time bound higher grade together which ever is earlier.

iii) The third grade should be on completion of 25 years of total service in the entry post and regular promotion posts time-bound higher grade (s) together.

B. In the case of all other employees including under Supervisory category:-

i) The first higher grade on completion of 10 years of service in the entry post.

ii) The second higher grade on completion of either 10 years of service in the first promotion post or 20 years total service. In the entry post and first promotion post/higher grade together, whichever is earlier.

iii) Guidelines for regulating the grant of higher grade benefit ordered above should be as follows:-

I. Qualifying service to be reckoned as regular service for computing the service, for computing the period of services of 10/20/25 years, as the case may be.

a. The service put in the same post carrying a time scale of pay which will count for normal increments in the post, should be treated as qualifying service.

b. The service put in the same post carrying different scales due to revision of scale should be reckoned as service in the same post.

c. The service put in the same post carrying different scales due to the change of classification should be reckoned as service in the same post.

d. The service not counting for increment as punishment should not be reckoned as qualifying service. But the period for which increment is barred without cumulative effect should be counted as qualifying service.

e. The period of service of an employee whose promotion stands barred should not be reckoned as qualifying service.

f. All periods of leave with allowances availed by employees except that availed for taking employment abroad and that availed by female employees for accompanying husbands abroad should be reckoned as qualifying service.

g. The period spent on deputation from one Co-operative institution to another co-operative institution should be counted as qualifying service.

II. The service should be against sanctioned post.

III. The employee shall be fully qualified to hold the post or duly exempted from possessing, the prescribed qualification under Rule 185 (2) KCS Rules 1969.

IV. **Scales of pay of Higher Grade**

1. The scale of pay admissible for the higher grade should be the scale of the regular promotion post subject to the requirement of qualification.
2. The appropriate higher grade scale should be fixed by the Registrar of Co-operative societies, on receipt of necessary proposals from the society in case if there is no regular promotion post or in the case of persons not possessing the required qualification for promotion to the regular promotion post
3. When the classification of a society is changed in the higher grade admissible should be determined with reference to the actual post held by the employee before classification was changed and not with reference to the scale of pay of higher grade sanctioned to him earlier.

V. The employee's who relinguish claim of promotion should not be eligible for the benefit for higher grade.

VI. An employee who is given the benefit of higher grade should continue to be designated as earlier in the original post the words "Higher Grade" notes in the bracket.

VII. **Fixation of pay on granting of higher Grade.**

i) The pay of an employee who is given the benefit of higher grade should be fixed as per the norms now followed for fixation of pay consequent on promotion.

ii) No refixation of pay in the original date of increment should be admissible.

iii) The employees who are eligible for higher grade on completion of 10/20/25 years of service as the case may be, should be eligible to exercise option to choose a beneficial date to come over to the higher grade. Such option should be exercised within six months from the date on which he became eligible for the higher grade. The option once exercised should be final. If no option is exercised as indicated above, he/she should be deemed to have come over to the higher grade on the date on which he/she actually became eligible for the higher grade.

VIII. **Regulation of pay on getting regular promotion after availing higher grade benefit.**

i) The employees, who are duly qualified, on promotion to regular post carrying the same scale of pay after getting the higher grade benefit are not being allowed any further fixation or refixation of pay. There as in the case of unqualified employees where they are able to get next cadre promotion, after having availed the benefit of higher grade relaxing the required qualification as per Rule 185 (2) or KCS Rules or got himself duly qualified subsequently should get benefit of one more fixation of pay including refixation of pay as allowed on cadre promotion. Thus it results in the contingency of getting more basic pay than the senior employee in the same institution who are duly qualified. In order to protect and give relief to the employees who are duly qualified and promoted to the regular cadre promotion posts after getting the benefit of higher grade and to avoid the anomaly of getting more basic pay by the junior employee who are not qualified than the senior employee who are duly qualified as stated above, it is ordered that their pay on promotion to the cadre post should be regulated as follows:

ii). The pay of the employees (both qualified and unqualified) who are allowed service based higher grade, on regular promotion to the cadre post, the pay will be fixed on the basis of pay they would have drawn in the lower posts had they hot been given service based higher grade. They should also be eligible for refixation of pay in the higher time scale allowed for cadre promotion wherever there is a change of pay in the lower scale. In these cases, the amount received by way of higher grade benefit should however be treated as having been received neither recovery nor payment of arrears should be made.

No.EM (2) 41541/95 Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 30-4-97

CIRCULAR No. 15/97

Sub: **Co-operative Institutions- Time bound Higher Grade benefits to-employees of all Co-operative Institutions Guidelines- issued.**

Ref: **G.O. (MS) No. 7/96/Co-op: dated 25-1-1996.**

As per the reference cited, Government have approved revised norms and guidelines for granting time bound higher grade benefits to the employees of all Co-operative Institutions under the control of Registrar of Co-operative Societies, in line with the benefits as applicable to Government Employees. As per this order, the employees under Sub-Staff Category (All posts below that of clerical Category) are eligible for 3 higher grade benefits. Viz.

First:- On completion of 10 years of service in the entry post.

Second:- On completion of either 10 years service in the first promoted post or a total service of 20 years in the entry post and 1st regular promotion post/time bound higher grade together which ever is earlier and

Third:- On completion of 25 years of service in the entry post and regular promotion posts time bound higher Grade(s) together. According to this an employee who could not get one regular promotion within a period of 10 years service from the entry post is eligible for 1st higher grade and he is eligible for 2nd higher Grade benefit on completion of 20 years service from the entry post and first regular promotion post/time bound higher grade together or on completion of 10 years service in the first promotion post. They are also eligible for 3rd higher grade on completion of 25 years of service in the entry post provided they were allowed only two higher grade benefit or two regular promotion or one higher grade benefit and one regular promotion within a period of 25 years from the entry post. It is to be noted that in the case of other employees i.e. from clerical category including supervisory category they are eligible for first and second higher grade benefits only as mentioned above. In short, the employees under substaff category (below the level of Clerks) who secured three Higher Grade/Promotions and other employees from Clerical Category onwards who secured two Higher Grade/Promotion from the entry post are not eligible for any higher grade benefits. It is also stipulated that the scale of pay admissible for higher grade should be the scale of pay of the regular promotion post subject to the requirement of qualification.

2. In cases where there is no regular promotion post or in the case of persons not possessing the required qualification for promotion to the regular promotion post appropriate higher scale is to be fixed by the Registrar of Co-operative Societies on receipt of necessary proposals. Accordingly, proposals for fixing higher grade scale are being received in this office from Joint Registrars and higher grade scales allowed. In order to ensure speedy disposal of the proposals, it is ordered that herein after the application in respect of Primary Co-operative Societies other than Urban Bank and Primary Co-op: Agricultural and Rural Development Bank for granting higher grade scales shall be disposed by the Joint Registrars of the Districts themselves. Accordingly the following guidelines are issued for fixing 1st and 2nd and 3rd higher grade scales, as the case may be.

1. The Revised Guidelines for granting higher grade benefit is given effect from 27-4-1991. As such, the employees are eligible for 1st or 2nd or 3rd higher grades with effect from 27-4-1991. Only even if they are eligible for higher grades prior to 27-4-1991.

2. If the employees are actually eligible for more than one higher grade benefit as per the conditions prescribed in the G.O. as on 27-4-91, they can be allowed the same with effect from 27-4-91. In such cases, the pay is to be fixed notionally in the 1st higher grade scale and then in 2nd or 3rd higher grade scale as the case may be.

3. The employees, who are not qualified for the regular promotion post or to whom there are no promotion posts as per feeder category rules, the pay scales in the standard scales of pay as per Annexure I of the pay revision order in respect of Primary Societies which is immediately higher to the scale in which he is/was drawing salary should be allowed as first/second/third higher grade and that the scale which is immediately higher to the higher grade scale, so sanctioned should be allowed as Second/Third and so on, for 3rd higher grade scale. For the Secretary post in Special Grade Societies the following pay scales may be allowed as 1st and 2nd higher grade with effect from 24-4-91 first Higher Grade scale-

Rs. 2075-50-2125-60-2365-70-2715-80-3035-90-3305-100-3705

2nd Higher Grade Scale

Rs.2125-60-2365-70-2715-80-3035-90-3305-100-3705

With effect from 2-4-94

Ist Higher Grade Scale

2340-70-2690-80-3010-90-3280-105-3700-120-4180

2nd Higher Grade scale

Rs. 2410-70-2690-80-3010-90-3280-105-3700-120-4300

For ready reference the pay scale to be allowed as higher grade are given in Appendix-I.

4. While allowing the pay scales for higher grade it is also to be directed that in the event of getting regular promotion, fixation of pay in the cadre post should be with reference to the notional pay in the lower Cadre post but for the time bound grade given to them and not with reference to the pay in the time bound higher grade Detailed directions given in this regard as clause VIII of the G.O. cited may also be seen.

5. All particulars as are considered necessary by the joint Registrars should be obtained preferably in the form appended hereto and scrutinised properly before taking a final decision on the proposals with reference to the norms and guidelines prescribed by Government in the reference cited.

6. As regards the application in respect of employees of Primary Co-op: Agricultural Development Bank, Urban Banks and District Co-op: Bank, the same shall be forwarded to this office with all necessary service particulars from the entry posts, scale of pay in which salary was being drawn as on the dates of eligibility for Higher Grade etc. along with the details as per proformas appended here with (Appendix-II)

7. Any doubt or clarification arising out of the revised norms are to be referred to Registrar of Co-op: Societies for clearance. Joint Registrar in the Districts will act strictly within the rule framed in the guide lines issued as per the G.O. cited and directions as per this circular. Any matter of deviation if required and considered necessary shall be referred to Registrar of Co-op: Societies for decision.

8. Revised norms and guide lines as per G.O. cited are applicable to all Co-op: Institutions in the State under the control of Registrar of Co-op. Societies, including all Apex Co-op: Institutions and District Co-op. Bank.

K. Chandrasena Prasad
Additional Registrar of Co-operative Societies
in charge of Registrar of Co-operative Societies

APPENDIX I

STATEMENT SHOWING THE PAY SCALES TO BE ALLOWED FOR HIGHER GRADE BENEFIT W. E. F. 27-4-1991

Sl. No.	Existing Pay Scale	I Higher Grade Scale	II Higher Grade Scale	III Higher Grade Scale
1.	2025-50/2-2125-60/4-2365-70/5-2715-80/4-3035-90/3-3305-100/2-3505 (20 years)	2075-50/1-2125-60/4-2365-70/5-2715-80/4-3035-90/3-3305-100/3-3605 (20 years)	2125-60/4-2365-70/5-2715-80/4-3035-90/3-3305-100/4-3705 (20 years)	
2.	1875-50/5-2125-60/4-2365-70/5-2715-80/4-3035-90/2-3215 (20 years)	2025-50/2-2125-60/4-2365-70/5-2715-80/4-3035-90/3-3305-100/2-3505 (20 years)	2075-50/1-2125-60/4-2365-70/5-2715-80/4-3035-90/3-3305-100/3-3605 (20 years)	
3.	1785-45/2-1875-50/5-2125-60/4-2365-70/5-2715-80/4-3035 (20 years)	1875-50/5-2125-60/4-2365-70/5-2715-80/4-3035-90/2-3215 (20 years)	2025-50/2-2125-60/4-2365-70/5-2715-80/4-3035-90/3-3305-100/2-3505 (20 years)	
4.	1695-45/4-1875-50/5-2125-60/4-2365-70/5-2715-80/2-2875 (20 years)	1785-45/2-1875-50/5-2125-60/4-2365-70/5-2715-80/4-3035 (20 years)	1875-50/5-2125-60/4-2365-70/5-2715-80/4-3035-90/2-3215 (20 years)	
5.	1610-40/1-1650-45/5-1875-50/5-2125-60/4-2365-70/5-2715 (20 years)	1695-45/4-1875-50/5-2125-60/4-2365-70/5-2715-80/2-2875 (20 years)	1785-45/2-1875-50/5-2125-60/4-2365-70/5-2715-80/4-3035(20 years)	
6.	1530-40/3-1650-45/5-1875-50/5-2125-60/4-2365-70/3-2575 (20 years)	1610-40/1-1650-45/5-1875-50/5-2125-60/4-2365-70/5-2715 (20 years)	1695-45/4-1875-50/5-2125-60/4-2365-70/5-2715-80/2-2875(20 years)	

7.	1490-40/4-1650-45/5-1875-50/5-2125-60/4-2365-70/2-2505 (20 years)	1530-40/3-1650-45/5-1875-50/5-2125-60/4-2365-70/3-2575 (20 years)	1610-40/1-1650-45/5-1875-50/5-2125-60/4-2365-70/5-2715(20 years)
8.	1380-35/2-1450-40/5-1650-45/5-1875-50/5-2125-60/3-2305 (20 years)	1490-40/4-1650-45/5-1875-50/5-2125-60/4-2365-70/2-2505 (20 years)	1530-40/3-1650-45/5-1875-50/5-2125-60/4-2365-70/3-2575 (20 years)
9.	1310-35/4-1450-40/5-1650-45/5-1875-50/5-2125-60/1-2185 (20 years)	1380-35/2-1450-40/5-1650-45/5-1875-50/5-2125-60/3-2305 (20 years)	1490-40/4-1650-45/5-1875-50/5-2125-60/4-2365-70/2-2505(20 years)
10.	1245-30/1-1275-35/5-1450-40/5-1650-45/5-1875-50/3-2025 (19 years)	1310-35/4-1450-40/5-1650-45/5-1875-50/5-2125-60/1-2185 (20 years)	1380-35/2-1450-40/5-1650-45/5-1875-50/5-2125-60/3-2305 (20 years)
11.	1185-30/3-1275-35/5-1450-40/5-1650-45/5-1875-50/1-1925 (19 years)	1245-30/1-1275-35/5-1450-40/5-1650-45/5-1875-50/3-2025 (19 years)	1310-35/4-1450-40/5-1650-45/5-1875-50/5-2125-60/1-2185 (20 years)
12.	1100-25/1-1125-30/5-1275-35/5-1450-40/5-1650-45/3-1785 (19 years)	1185-30/3-1275-35/5-1450-40/5-1650-45/5-1875-50/1-1925 (19 years)	1245-30/1-1275-35/5-1450-40/5-1650-45/5-1875-50/3-2025 (19 years)
13.	1075-25/2-1125-30/5-1275-35/5-1450-40/5-1650-45/2-1740 (19 years)	1100-25/1-1125-30/5-1275-35/5-1450-40/5-1650-45/3-1785 (19 years)	1185-30/3-1275-35/5-1450-40/5-1650-45/5-1875-50/1-1925 (19 years)

14.	1025-25/4--1125-30/5-1275-35/5-1450-40/5-1650 (19 years)	1075-25/2-1125-30/5-1275-35/5-1450-40/5-1650-45/2-1740 (19 years)	1100-25/1-1125-30/5-1275-35/5-1450-40/5-1650-45/3-1785 (19 years)	
15.	940-20/3-1000-25/5--1125-30/5-1275-35/5-1450-40/1-1490 (19 years)	1025-25/4--1125-30/5-1275-35/5-1450-40/5-1650 (19 years)	1075-25/2-1125-30/5-1275-35/5-1450-40/5-1650-45/2-1740 (19 years)	1100-25/1-1125-30/5-1275-35/5-1450-40/5-1650-45/3-1785 (19 years)
16.	920-20/4-1000-25/5-1125-30/5-1275-35/5-1450 (19 years)	940-20/3-1000-25/5-1125-30/5- 1275-35/5-1450-40/1-1490 (19 years)	1025-25/4--1125-30/5-1275-35/5-1450-40/5-1650 (19 years)	1075-25/2-1125-30/5-1275-35/5-1450-40/5-1650-45/2-1740 (19 years)
17.	885-15/1-900-20/5-1000-25/5-1125-30/5-1275-35/4-1415 (20 years)	920-20/4-1000-25/5-1125-30/5-1275-35/5-1450 (19 years)	940-20/3-1000-25/5--1125-30/5-1275-35/5-1450-40/1-1490 (19 years)	1025-25/4-1125-30/5-1275-35/5-1450-40/5-1650 (19 years)
18.	870-15/2-900-20/5-1000-25/5-1125-30/5-1275-35/2-1345 (19 years)	885-15/1-900-20/5-1000-25/5-1125-30/5-1275-35/4-1415 (20 years)	920-20/4-1000-25/5-1125-30/5-1275-35/5-1450 (19 years)	940-20/3-1000-25/5-1125-30/5-1275-35/5-1450-40/1-1490(19 years)
19.	855-15/3-900-20/5-1000-25/5-1125-30/5-1275-35/1-1310 (19 years)	870-15/2-900-20/5-1000-25/5-1125-30/5-1275-35/2-1345 (19 years)	885-15/1-900-20/5-1000-25/5-1125-30/5-1275-35/4-1415 (20 years)	920-20/4-1000-25/5-1125-30/5-1275-35/5-1450 (19 years)
20.	825-15/5-900-20/5-1000-25/5-1125-30/5-1275 (20 years)	855-15/3-900-20/5-1000-25/5-1125-30/5-1275-35/1-1310 (19 years)	870-15/2-900-20/5-1000-25/5-1125-30/5-1275-35/2-1345 (19 years)	885-15/1-900-20/5-1000-25/5-1125-30/5-1275-35/4-1415(20 years)

Note: III Higher grade scales are to be allowed only in the case of employees below the level of clerks subject to the guidelines.

APPENDIX I

STATEMENT SHOWING THE PAY SCALES TO BE ALLOWED FOR HIGHER GRADE BENEFIT W. E. F. 1-4-1994

(REVISED)

Sl. No.	Existing Pay Scale	I Higher Grade Scale	II Higher Grade Scale	III Higher Grade Scale
1.	2280-60/1-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700-120/3-4060 (20 years)	2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700-120/4-4180 (20 years)	2410-70/4-2690-80/4-3010-90/3-3280-105/4-3700-120/5-4300 (20 years)	
2.	2100-60/4-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700 (20 years)	2280-60/1-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700-120/3-4060 (20 years)	2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700-120/4-4180 (20 years)	
3.	1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280-105/2-3490 (20 years)	2100-60/4-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700 (20 years)	2280-60/1-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700-120/3-4060 (20 years)	
4.	1930-50/1-1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280 (19 years)	1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280-105/2-3490 (20 years)	2100-60/4-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700 (20 years)	
5.	1830-50/3-1980-60/6-2340-70/5-2690-80/4-3010-90/1-3100 (19 years)	1930-50/1-1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280 (19 years)	1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280-105/2-3490 (20 years)	
6.	1730-50/5-1980-60/6-2340-70/5-2690-80/3-2930 (19 years)	1830-50/3-1980-60/6-2340-70/5-2690-80/4-3010-90/1-3100 (19 years)	1930-50/1-1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280 (19 years)	

7.	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 years)	1730-50/5-1980-60/6-2340-70/5-2690-80/3-2930 (19 years)	1830-50/3-1980-60/6-2340-70/5-2690-80/4-3010-90/1-3100 (19 years)
8.	1520-40/4-1680-50/6-1980-60/6-2340-70/3-2550 (19 years)	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 years)	1730-50/5-1980-60/6-2340-70/5-2690-80/3-2930 (19 years)
9.	1440-40/6-1680-50/6-1980-60/6-2340-70/1-2410 (19 years)	1520-40/4-1680-50/6-1980-60/6-2340-70/3-2550 (19 years)	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 years)
10.	1370-35/2-1440-40/6-1680-50/6-1980-60/5-2280 (19 years)	1440-40/6-1680-50/6-1980-60/6-2340-70/1-2410 (19 years)	1520-40/4-1680-50/6-1980-60/6-2340-70/3-2550 (19 years)
11.	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 years)	1370-35/2-1440-40/6-1680-50/6-1980-60/5-2280 (19 years)	1440-40/6-1680-50/6-1980-60/6-2340-70/1-2410 (19 years)
12.	1205-30/2-1265-35/5-1440-40/6-1680-50/6-1980 (19 years)	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 years)	1370-35/2-1440-40/6-1680-50/6-1980-60/5-2280 (19 years)
13.	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 years)	1205-30/2-1265-35/5-1440-40/6-1680-50/6-1980 (19 years)	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 years)
14.	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 years)	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 years)	1205-30/2-1265-35/5-1440-40/6-1680-50/6-1980 (19 years)

15.	1015-25/4-1115-30/5-1265-35/5-1440-40/5-1640 (19 years)	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 years)	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 years)	1205-30/2-1265-35/5-1440-40/6-1680-50/6-1980 (19 years)
16.	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 years)	1015-25/4-1115-30/5-1265-35/5-1440-40/5-1640 (19 years)	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 years)	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 years)
17.	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 years)	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 years)	1015-25/4-1115-30/5-1265-35/5-1440-40/5-1640 (19 years)	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 years)
18.	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 years)	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 years)	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 years)	1015-25/4-1115-30/5-1265-35/5-1440-40/5-1640 (19 years)
19.	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 years)	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 years)	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 years)	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 years)
20.	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 years)	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 years)	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 years)	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 years)

Note: III Higher grade scales are to be allowed only in the case of employees below the level of clerks subject to the guidelines.

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APPENDIX II

Proforma particulars required for Sanctioning higher grade scales per G.O. (MS)/96/25-1-96.

1. Name of employee :
2. Date of entry in service :
3. Designation of entry from :

	Date	Post	Scale of Pay

4. Details subsequent promotion/ Higher Grade Benefit given from the entry post.

    1.
    2.
    3.
    4.

5. Date on which higher grade benefit is due

6. Basic pay and Existing scale of pay as on 27-4-91

7. Basic pay and Existing Scale of pay as on the date of eligibility for higher grade benefit if due on a later date after 27-4-91

8. Board resolution No and date (copy to be enclosed)

Certified that the above particulars have been verified with reference to the relevant records kept in the society and found correct.

Unit Inspector **Assistant Registrar** **Joint Registrar**

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k l IcW (_n) hIp¸

Pn.H.(Fw.F k.)\¼À 70/99/k l. Xncph\´]pcw 23þ4þ99

]cmaÀiw: 1. 10þ12þ1993 se **Pn.H.(Fw.F k.) 129/93 k l \¼À D¯ch**

2. 16þ12þ94 se **Pn.H.(Fw.F k.) 144/94 k l \¼À D¯ch**

2. 22þ12þ97 se **Pn.H.(Fw.F k.) 153/97 k l \¼À D¯ch**

D¯ch

]cmaÀiw 1 tebpw 2 tebpw D¯ch {]Imcw PnÃm k l IcW ബാങ്കുകളിലെ ജീവനക്കാരുടെ ശമ്പളം 1–7–92 മുതൽ പരിഷ്ക്കരിച്ചുകൊണ്ട് സർക്കാർ D¯ch]pds¸Sphn¨ncp¶p. 5 hÀ jambncp¶pSn i¼f]cnj ¡cW¯nsâ കാലാവധി. 1–7–97 ന് ജീവനക്കാരുടെ ശമ്പളം വീണ്ടും പരിഷ്ക്കരിക്കുന്നതിനുള്ള സമയമായി. ജീവനക്കാരുടെ ശമ്പളം വീണ്ടും പരിഷ്ക്കരിക്കുന്നത് സംബന്ധിച്ച ip]mÀiIÄ kaÀ¸n¡p¶Xn\mbn]cmaÀiw 3 se D¯ch {]Imcw {io kn.hn.\mbsc GIwK I½oj \mbn \nban¨p. I½oj ³ 12þ10þ98 Â dnt¸mÀ« kaÀ¸n¨p. dnt¸mÀ«n³taÂ k l IcWkwLw cPnk{SmdpsS A`n{]mbw സർക്കാർ ആരായുകയുണ്ടായി. കമ്മീഷൻ റിപ്പോർട്ടിലെ ശുപാർശകൾ ബാങ്കുകൾക്ക് henb km¼¯nI _m²yX hcp¯n h¡p¶Xpw, _m¦pIfpsS C¶s¯ km¼¯nI \ne Cu _m²yX GsäSp¡p¶Xn\ A\pIqeaÃm¯Xn\mepw CXp kw_Ôn¨ Poh\¡mcpsS kwLS\m {]Xn\n[nIfpambpw amt\PvsaâI {]Xn\n[nIfpambpw NÀ¨ sN¿phm³ Xocpam\n¨p. I½oj ³ dnt¸mÀ«nse ip]mÀiIsf kw_Ôn¨ Poh\¡mcpsS kwLS\ {]Xn\n[nIfpambpw മാനേജ്മെന്റ് പ്രതിനിധികളുമായും സുദീർഘമായ ചർച്ചകൾ നടത്തുകയുണ്ടായി. Sn NÀ¨IfpsS ASnkYm\¯nÂ I½oj ³ dnt¸mÀ«nse iq]mÀiIfpw cPnk{SmdpsS A`n{]mbhpw]cnKWn¨ Xmsg]dbp¶ coXnbnÂ Poh\¡mcpsS i¼fhpw Aeh³ kpIfpw]cnj ¡cn¨ D¯ch]pds¸Sphn¡p¶p.

1. **i¼f ksIbnÂ:** I½oj ³ ip]mÀi sNbX i¼f ksIbnÂ AtX {]Imcw AwKoIcn¡p¶p. \nehnepff i¼f ksIbnepw,]cnj ¡cn¨ i¼f ksIbnepw A\p_ Ôw1 Â ImWn¨ncn¡p¶p.

2. **i¼f \nÀ®b t^mÀape:** 1þ7þ97 tetbm Hm]j ³ XobXnbntetbm ASnkYm\ i¼ft¯mSp IqSn 1þ1þ96 se _m¡n \nÂ¸ £ma_¯ Iq«n

t{KUpI fpw i¼f]cnj¡cWhpw

{]kXpX XpIbpsS 20% hÀ²\h \ÂIn]pXnb ksIbnenÂ i¼fw \nÀ®bn¡Ww. Poh\¡mcpsS kÀhokv]cnKWn¨ 3 hÀjs¯ kÀhokn\v Hcp C³{IntaâvF¶ IW¡nÂ]camh[n 3 C³{Intaâv ASnkYm\ i¼fw ശമ്പളത്തോടുകൂടെ കൂട്ടേണ്ടതാണ്. ഇങ്ങനെ ശമ്പളം നിർണ്ണയിക്കുമ്പോൾ GsX¦nepw Poh\¡mcsâ ASnkYm\ i¼fw ksIbnensâ]camh[n XpIbpw Ihn ª p t]mhpIbmsW¦nÂ i¼fw]camh[n XpIbnÂ നിർണ്ണയിക്കേണ്ടതും അധികം വരുന്ന തുക പേഴ്സണൽ പേയായി നിലനിർത്തി ഭാവിയിലുണ്ടാകുന്ന വർദ്ധനവിൽ ലയിപ്പിക്കേണ്ടതുമാണ്.

3. **kämKt\j³ C³{Intaâ**: Hcp Poh\¡mc³ Xm³ tPmen sN¿p¶ XkXnI¡v \niNbn¨n«pff]pXnb i¼f ksIbnense]camh[n XpIbnse¯pIbmsW¦nÂ AbmÄ Ah km\whm§nb hmÀjnI C³{Intaâv \nc¡nÂ]camh[n3 hmÀjnI C³{Intaâv hm§mhp¶XmWv.

4. **£ma_¯**: 1–1–96 ലെ ബാക്കി നിൽപ് ഡി.എ.ലയിപ്പിച്ചു കൊണ്ടാണ് ശമ്പളം]cnj¡cn¨n«pffX. 1þ7þ97 apXÂ Poh\¡mÀ¡v Xmsg]dbp¶ \nc¡nÂ ക്ഷാമബത്തക്ക് അർഹതയുണ്ട്.

1þ7þ97	ASnkYm\ i¼f¯nsâ	13%
1þ1þ98	ASnkYm\ i¼f¯nsâ	16%
1þ7þ98	ASnkYm\ i¼f¯nsâ	22%

ഭാവിയിലുണ്ടാകുന്ന ക്ഷാമബത്ത വർദ്ധനവിന് സംസ്ഥാന ജീവനക്കാർക്ക് AÀlamIpt¼mÄ Ct¸mgt¯Xp t]mse {]kXpX \nc¡nÂ £ma_¯ രജിസ്ട്രാർ നിർണ്ണയിച്ച് ഉത്തരവിറക്കേണ്ടതാണ്. രജിസ്ട്രാർ ഉത്തരവിറക്കിയ tijta{]kXpX \nc¡nÂ £ma_¯ hnXcWw sN¿phm³]mSpffq.

5. **ho«phmSI_¯**: kÀ¡mÀ Poh\¡mÀ¡v AÀlamb]cnj¡cn¨ \nc¡nepff ho«phmSI_¯ ¡v 1þ11þ98 apXÂ Poh\¡mÀ AÀlcmWv. GsX¦nepw Poh\¡mc\v Cu C\¯nÂ \nehnÂ e`n¨p hcp¶ XpIbnÂ IpdhpkW`വിക്കുകയാണെങ്കിൽ ടി ജീവനക്കാരന് ഇപ്പോൾ വാങ്ങിക്കൊണ്ടിരിക്കുന്ന തുകക്ക് അർഹതയുണ്ടായിരിക്കും. എന്നാൽ സ്ഥലം മാറ്റം മൂലം വീട്ടുവാടകബത്തക്ക് ഉണ്ടാകാവുന്ന കുറവിന് ഈ പരിരക്ഷ ബാധകമല്ല.

6. **knän tImw]¬tkädn Aeh³k**: Poh\¡mÀ¡v kÀ¡mÀ Poh\¡mÀ¡v AÀlamb \nc¡nepw hyhkYbnepw 1þ11þ98 apXÂ knän കോംപൺസേറ്ററി അലവൻസിന് അർഹതയുണ്ട്.

7. **InÂ {Sm¡v Aeh³k**: Poh\¡mÀ¡v kÀ¡mÀ Poh\¡mÀ¡v AÀlamb \nc¡nepw hyhkYbnepw 1þ11þ98 apXÂ InÂ {Sm¡v Aeh³kn\v അർഹതയുണ്ട്.

k l IcW kÀ¡peÀ kam lmcw

8. **aäeh³ kpIÄ**: A\p_ Ôw2Â ImWn¨n«pff \nc¡nÂ aäeh³ kpIÄ e`n¡p¶Xn\ Poh\¡mÀ AÀlcmW.

9. **i¼f]cnj¡cW D¯chnse {]m_ey XobXnbpw, Imemh[nbpw:** ഈ ഉത്തരവിന് 1–7–97 മുതൽ പ്രാബല്യമുണ്ട്. 1–7–97 മുതൽ 5 വർഷത്തേക്കോ ASp¯ i¼f]cnj¡cWw htctbm CXnÂ GXmtWm Ahkm\w AXp hsc Cu D¯ch {]m_ey¯nencn¡pw.

10. **Hm]j³**:]pXnb i¼f ksIbnenÂ hcp¶Xn\ Poh\¡mÀ¡ 1þ7þ97 മുതൽ 30–6–98 വരെ (രണ്ടു ദിവസവും ഉൾപ്പെടെ)യുള്ള ഒരു വർഷത്തിൽ ഏതു Znhkhpw Xncs ª Sp¯ Hm]j³ \ÂImhp¶XmW. Cu D¯ch XobXn മുതൽ മൂന്നു മാസത്തിനകം ഓപ്ഷൻ നൽകിയിരിക്കേണ്ടതാണ്. ഒരിക്കൽ ഓപ്ഷൻ \ÂIn¡gn ª mÂ]n¶oSX amäp¶Xn\ A\phZn¡p¶XÃ. GsX¦nepw Hcp Poh\¡mc³]pXnb ksIbnenÂ hcp¶Xn\ bYm kabw Hm]j³ \ÂImXncp¶mÂ Snbm³]pXnb ksIbnenÂ 1þ7þ97 Â h¶Xmbn IW¡m¡n i¼fw \nÀ®bn¡p¶XmW.]pXnb ksIbnenÂ i¼fw \nÀ®bn¨ Hcp hÀjw]qÀ¯nbmIpt¼mÄ am{Xta ASp¯ hmÀjnI C³{Imsaân\ AÀlXbpffq.

11. 1þ7þ97 t\m AXn\p tijtam \S¯nb FÃm \nba\§fpw, AXmXp XkXnI¡ AÀlamb]pXnb i¼f ksIbnenÂ \S¯nbXmbn IW¡m¡p¶XmW. GsX¦nepw Poh\¡mc\sam¯wXpIbnÂ Fs´¦nepw Ipdh kw`hn¡pIbmsW¦nÂ AX t]gkWÂ Aeh³kmbn നിലനിർത്തുന്നതും ഭാവിയിലുണ്ടാകുന്ന വർദ്ധനവിൽ ലയിപ്പിക്കുന്നതുമാണ്.

12. kab_ÔnX lbÀ t{KUn\ AÀlcmbn«pff Poh\¡mÀ¡ \nehnepff i¼f ksIbnenÂ cPnk{SmÀ {]tXyI i¼f ksIbnÂ \niNbn¨ \ÂInbn«pff tIkpIfnÂ]pXnb i¼f ksIbnenepw അനുയോജ്യമായ ശമ്പള സ്കെയിൽ രജിസ്ട്രാർ നിശ്ചയിച്ചു നൽകേണ്ടതാണ്.

13. PnÃm k l IcW _m¦pIfnse No^ FIvknI}«ohnsâ ip]mÀi IfnÃ taÂ `cWkanXn/FIvknI}«oh I½nän]pXnb ksIbnenÂ i¼fw നിർണ്ണയിച്ചു നൽകേണ്ടതാണ്. ഭരണസമിതി/എക്സിക്യൂട്ടീവ് കമ്മിറ്റി ഇങ്ങനെ ശമ്പളം \nÀ®bn¨ D¯chmIp¶Xn\ ap³]mbn i¼fhpw Aeh³kpIfpw \nÀ®bn¨n«pffXp icnbmsW¶ _m¦pIfnse I¬Idâ BUnäÀ km£ys¸Sp¯nbncn¡Ww.

14. ap³ i¼f]cnj¡cW¯nÂ i¼fw \nÀ®bn¨t¸mÄ sXämbn IW¡p Iq«nbXp aqetam, i¼f ^nItkj³ dqÄ k sXämbn hymJym\n¨Xp aqetam A[nIw hm§nbn«pff XpI¡ ap³ JÞnIIÄ {]Imcw]cnc£Ww e`n¡p¶XÃ.

t{KUpI fpw i¼f]cnj¡cWhpw

15. i¼fhpw Aeh³ kpIfpw \nÀ®bn¡p¶Xp kw_Ôn¨ Fs´ ¦nepw സംശയമുണ്ടാവുകയാണെങ്കിൽ അത്തരം സംശയങ്ങൾ രജിസ്ട്രാർ ദൂരീകരിക്കേണ്ടതാണ്. ഇങ്ങനെ രജിസ്ട്രാർ മുമ്പാകെ ബാങ്കുകൾ ഉന്നയിക്കുന്ന kwib §Ä Bhiysa¦nÂ cPnk{SmÀ kÀ¡mcnte¡ d^ÀsNbX kwib നിവൃത്തി വരുത്തേണ്ടതാണ്.

KhÀ®cpsS D¯chn³ {]Imcw Ipcphnf tPm¬ sk{I«dn

XkXnI bpsS t]c 1	A\p_Ôwþ1 \nehnef i¼f kslbnÂ 2	]pXnb i¼f kslbnÂ 3
1.]}¬/hm¨am³ en^äHm¸tdäÀ	1450-2475	3250-75/8-3850-100/8-4650-125/6-5400-150/3-5850(25 hÀjw)
2. dn¡mÀU Io¸À/_nÂ IfISÀ/Ut^ZmÀ/ j tdm^/ss{UhÀ/ sIbÀ tS¡À	1500-3095	3600-75/5-3975-100/7-4625-125/6-5425-150/6-6325-175/7-7550 (31 hÀjw)
3. ¢mÀ¡/ImjyÀ/ ksät\m ssS¸nkä/ ssS¸nkä/ ssS¸nkäþIwþ¢mÀ¡ sSent^m¬þsSeIk Hm¸tdäÀ	1665-3995	4200-75/2-4350-100/6-4950-125/6-5700-150/5-6450-175/8-7850-200/6-9050(33 hÀjw)
4. അക്കൗണ്ടന്റ് C³ ks]ISÀ/ ^kä t{KU ssS¸nkä	1975-4085	5000-125/4-5500-150/5-6250-175/6-7300-200/5-8300-225/1-8525-250/5-9775(26 hÀjw)
5. ko\nbÀ C³ ks]ISÀ ko\nbÀ അക്കൗണ്ടന്റ് ചീഫ് ImjyÀ	2175-4925	5200-150/5-5950-175/5-6825-200/5-7825-225/1-8050-250/2-8550-275/2-9100-300/4-10300-325/4-11600-(28 hÀjw)
6. {_m©amt\PÀ/ സൂപ്രണ്ട്/No^ അക്കൗണ്ടന്റ്/ amÀ¡äwK Hm^okÀ	2615-5775	6000-175/5-6875-200/4-7675-225/1-7900-250/2-8400-275/2-8950-300/4-10150-325/4-11450-350/4-12850(26 hÀjw)

k I IcW kÀ¡peÀ kam I mcw

7. F I k n I }«oh Hm^okÀ C³ ks] I SÀ Hm^ {_m© k / ko\nbÀ {_m© amt\PÀ	3005-6375	6650-200/4-7450-225/1-7675-250/2-8175-275/2-8725-300/3-9625-325/3-10600-350/3-11650-375/6-13900(24 hÀ j w)
8. sU] }«n P\dÂ amt\PÀ	3385-7050	7400-225/1-7625-250/2-8125-275/2-8675-300/2-9275-325/2-9925-350/2-10625-375/2-11375-400/10-15375(23 hÀ j w)
9. P\dÂ amt\PÀ	3825-7550	8150-300/1-8450-325/2-9100-350/2-9800-375/2-10550-400/14-16150 (21 hÀ j w)

A \p_ Ô wþ2

aäeh³ kpI Ä	\nehnepf f \nc ¡ /cq]	]pXnb \nc ¡ cq]
1. saUn ¡ Â Aeh³ k	600	1000
2. k Yncw bm{Xm _ ¯ þ C³ ks] I SÀ	300	450
F I k n I }«oh Hm^okÀ	600	900
3. ¢nbdnwK l uk Aeh³ k	60	120
4. hm j nwK Aeh³ k	30	60
5. I m j yÀamÀ ¡ pf f dn k ¡ Aeh³ k	75	125
6. k sät\m ssS¸n k äpamÀ ¡ pf f ks] j Â Aeh³ k	50	100
7. k]nä U}«n Aeh³ k:		
{_m© amt\PÀ	80	150
അക്കൗണ്ടന്റ്	70	120
¢mÀ ¡ / I m j yÀ/ssS¸n k ä	60	100
k _ k äm^	50	75
8. en^ä Hm¸ tdäÀ/U}¹nt ¡ äÀ Hm¸ däÀamÀ ¡ pf f Aeh³ k	40	75
9. _nÂ I f I SÀamÀ ¡ pf f Aeh³ k	35	60

t{KUpI fpw i¼f]cn j¡ cWhpw

10. ss{UhÀamÀ¡pff ks]jÂ Aeh³k 100 200
11. tKmÄU Ass{] kÀamÀ¡pff Aeh³k 70 120
12. Iw]}«À Hm¸tdäÀamÀ¡pff Aeh³k þ 150
13. I®S hm§p¶Xn\pff Aeh³k 100 250
14. Ut^ZmÀamÀ¡pff ks]jÂ Aeh³k þ 60
15. sSeI k Hm¸tdäÀ AUoj WÂ
Hm¸tdäÀamÀ¡pff AUojWÂ U}«n
sN¿p¶Xn\pff Aeh³k þ 50

tIcf kÀ¡mÀ
kw{KIw

k I IcWwþkÀ¡mÀ Poh\¡mcpsS i¼f]cnj¡cWs¯ XpSÀ¶ k I IcW Poh\¡mÀ¡ F¨.BÀ.F., Un.F., än.F.F ¶nh \ÂIp¶Xn\ t\mjWÂ t] IW¡m¡p¶Xn\ A\paXnþ D¯ch]pds¸Sphn¡p¶p.

k I IcW (kn) hIp¸
k.D.(km[m) 220/99/k I: Xncph\´]pcw, 7þ5þ99

]cmaÀiw: **1. 25þ11þ98 se k.D.(]n) 3000/98/^n³ \¼À D¯ch.**

2. tIcf tImþHm¸tdäoh Fwt¹mbok bqWnb³ P\dÂ sk{I«dnbpsS 21þ12þ98 se \nthZ\w

3. k I IcW kwLw cPn k{SmdpsdS 11þ2þ99, 7þ4þ99 XobXnI fnse C.Fw. (2) 53125/98 \¼À I¯.

D¯ch

]cmaÀiw H¶nse D¯ch {]Imcw kÀ¡mÀ Poh\¡mcpsS thX\w 1þ3þ97 apXÂ]cnj¡cn¨ B bXnsâ ASnkYm\¯nÂ {]mYanI k I IcW kwLw Poh\¡mÀ¡]pXp¡nb \nc¡nepff F¨. BÀ.F., Un.F., än.F. apXemb Aeh³kpIÄ \ÂIp¶Xnte¡mbn ASnkYm\ i¼ft¯mS 1þ1þ96 se 148% Un.F. IqSn tNÀ¯ In«p¶ XpI t\mjWÂ t] B bn IW¡m¡p¶Xn\ A\paXn \ÂIn D¯chmIp¶p. 1þ11þ98 apXembncn¡pw]pXp¡nb \nc¡nepff km¼¯nI B\pIqey§Ä¡ AÀIX. KhÀ®dpsS D¯chn³ {]Imcw

Pn. cmP½mÄ
tPmbnâ sk{I«dn

k I IcW kÀ¡peÀ kamImcw
Kh¬saâ Hm^ tIcf

\¼À 5801/F.2/99/kI

k I IcW (F) hIp¸
Xncph\´]pcw, 17þ01þ2000

Kh¬saâ sk{I«dn

kÀ,

hnjbw: **k I IcW kYm]\§fnse Poh\¡mÀ¡ kab_ÔnX IbÀ t{KU A\phZn¡p¶X kw_Ôn¨v.**

kqN\: **Xm¦fpsS 12þ4þ99 se 2 sI./F^.Pn.C./99 \¼À I¯v**

kqN\ I¯nte¡{i² £Wn¡p¶ tXmsSm¸w Xmsg]dbpw{]Imcw Adnbn¨psImffp¶p.

kÀ¡mÀ Poh\¡mÀ¡pw k I IcW kwLw Poh\¡mÀ¡pw tkh\ thX\ hyhkYIÄ \nÀ®bn¡p¶X hyXyk Xamb LSI§Ä കണക്കിലെടുത്താണ്. അതുകൊണ്ട് സമയ ബന്ധിത ഹയർ ഗ്രേഡ് നൽകുന്നതിന് kÀ¡mÀ Poh\¡mÀ¡pff AtX B\pIqey§Ä k I IcW Poh\¡mÀ¡pw A\phZn¡m³ IgnbnÃ.

hnizkXXtbmsS
sI.PbN{µ³
അണ്ടർ സെക്രട്ടറി, സെക്രട്ടറിക്കു വേണ്ടി

tIcf kÀ¡mÀ
kw{KIw

k I IcWwþ{]mYanI k I IcW kwL§Äþ({]mYanI ImÀjnI {Kma hnIk_m¦pIfpw, AÀ_³ _m¦pIfpw HgnsI) þ Poh\¡mcpsS i¼f സ്കെയിലും അലവൻസുകളും 1–4–1999 മുതൽ പരിഷ്ക്കരിച്ചു കൊണ്ട് ഉത്തരവ്]pds¸Sphn¡p¶p.

k I IcW (kn) hIp¸

Pn.H.(]n)47/2000/kI: Xncph\´]pcw, 2000 amÀ¨v, 22

]cmaÀiw: 30þ12þ1995 se Pn.H.(]n) 181/95/kI: \¼À. D¯ch

9þ3þ1999 se k.D.(km[m)130/99/kI D¯ch

D¯ch

]cmaÀiw1se D¯ch{]Imcw k I IcW kwLwcPnk{SmdpsS `cW \nb{´W¯nepff {]mYanI k I IcW kwL§fnse ({]mYanI ImÀjnI

t{KUpIfpw i¼f]cnjI¡cWhpw

{Kma hnIk\ _m¦pIfpw AÀ_³ _m¦pIfpw Hgns I) þ Poh\¡mcpsS ശമ്പള സകെയിലും അലവൻസുകളും 1–4–1994 മുതൽ പരിഷ്ക്കരിച്ചു കൊണ്ട് D¯chI]pds¸Sphn¨ncp¶p. 5 hÀj tam ASp¯ i¼f]cnjI¡cWtam GXmtWm HSphnÂ AXmbncp¶pSn i¼f]cnjI¡cW¯nsâ Imemh[n.

\nehnepff i¼f ksIbnepw Aeh³kpIfpw \S¸nÂ h¶n« 1þ4þ1999 ൽ അഞ്ചു വർഷം തികയുമെന്ന് കണ്ടതിനാൽ അവ പരിഷ്ക്കരിയ്ക്കുന്നത് സംബന്ധിച്ച് iq]mÀiIÄ kaÀ¸n¡p¶Xnte¡mbn]cmaÀiw 2 se D¯ch {]Imcw {io.BÀ.kq{_ÒWy³,{io.F³.cm[mIrjW³ \mbÀcPnk{SmÀ B^oknse]«nIPmXn]«nI hÀ¤ kIIcW kwL§fpsStPmbnâ cPnk{SmÀ F¶nhÀ DÄs¸Sp¶ aq¶wK I½ojs\ \nban¡pIbpw I½oj³ ip]mÀiIÄ kaÀ¸n¡pIbpw sNbXp. I½oj³ dnt¸mÀ«nse ip]mÀiIÄ kw_Ôn¨ Poh\¡mcpsS kwLS\{]Xn\n[nIfpambpw amt\Psaâ \S¯nb NÀ¨IfpsS ASnkYm\¯nepw, kIIcW kwLwcPnk{SmdpsS A`n{]mbhpw]cnKWn¨ Xmsg]dbp¶ coXnbnÂ Poh\¡mcpsS i¼f ksIbnepIfpw Aeh³kpIfpw പരിഷ്ക്കരിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

1. i¼f ksIbnÂ

\nehnepff i¼f \nc¡pw Ah¡ kam\amb]cnjI¡cn¨ i¼f\nc¡pw A\p_ÔwþI Â ImWn¨ncn¡p¶p. hnhn[hn`mK¯nepw Xc¯nepws]« kIIcW kYm]\§fnse Poh\¡mcpsS i¼f \nc¡pIÄ A\p_ÔwII B bnIm Wn¨ncn¡p¶p.

2. i¼f \nÀ®b t^mÀape

1þ4þ1999 tetbmHm]j³ XobXnIfntetbm ASnkYm\ i¼ft¯mSpIqSn BÄ C´ym tIm kä Hm^ ss{]k C³UIknse 1510 t]mbnâ £ma_¯ (1þ1þ1996 se £ma_¯) Iq«nb XpIbpw AtXmsSm¸w {]kXpX XpIbpsS 12% hÀ² \hIW¡m¡n B bXpw IqSn Iq«n In«p¶ XpI]pXnb ksIbnense ktäPmsW¦nÂ B ktäPnepw AsÃ¦nÂ ASp¶ ktäPnepw i¼fw നിർണ്ണയിക്കേണ്ടതാണ്. ഇങ്ങനെ ശമ്പളം നിർണ്ണയിക്കുമ്പോൾ ഏതെങ്കിലും Poh\¡mc\ Ipd ª X 350 cq]bpsS hÀ² \h F¦nepw e`n¨nsÃ¦nÂ 350 രൂപയുടെ വർദ്ധനവ് കിട്ടുന്ന രീതിയിൽ ശമ്പള സ്കെയിൽ ക്രമീകരിക്കേണ്ടതാണ്.

3. kÀhok shbtäP

Poh\¡mcsâ kÀhok ssZÀLyw]cnKWn¨ 5 hÀj¯n\ 1, 10 hÀj¯n\ 2, 20 hÀj¯n\ 3 F¶o{Ia¯nÂ (]camh[n 3)]cnjI¡cn¨ i¼f¯nse C³{Inaâ \nc¡nÂ kÀhok shbtäP A\phZn¡pw.

C§s\ i¼fw \nÀ®bn¡pt¼mÄ GsX¦nepw Poh\¡mcsâ ASnkYm\ i¼fw ksIbnensâ]camh[n XpIbpw Ihnª

k l IcW kÀ ¡ peÀ kam I mcw

പോകുകയാണെങ്കിൽ ശമ്പളം പരമാവധി തുകയിൽ നിർണ്ണയിക്കേണ്ടതും അധികം വരുന്ന തുക പേഴ്സണൽ പേ ആയി നിലനിർത്തി ഭാവിയിലുണ്ടാകുന്ന വർദ്ധനവിൽ ലയിപ്പിക്കേണ്ടതാണ്. ഈ പേഴ്സണൽ പേ, ക്ഷാമബത്ത, വീട്ടു വാടക ബത്ത XpS §nbh B \p Iqey § Ä ¡ I W ¡ p Iq«p ¶ XÃ.

4. k ämKt \ j ³ /C ³ { I nsa â

Hcp Poh \ ¡ mc ³ Xm ³ tPmen sN¿p ¶ X k Xn I bnte ¡ \n i Nbn¨n«pf f]pXnb i ¼f k s I bnense]camh [n Xp I bnse ¯ p I bmsW ¦ nÂ Sn Poh \ ¡ mc\ AbmÄ A h k m\w hm § nb hmÀ j n I C ³{ I nsa â \nc ¡ nÂ പരമാവധി 3 വാർഷിക ഇൻക്രിമെന്റിന് അർഹതയുണ്ടായിരിക്കും.

5. £ ma _ ¯

Poh \ ¡ mÀ ¡ 1þ4þ1999 apXÂ kwk Ym\ kÀ ¡ mÀ Poh \ ¡ mÀ ¡ p \ Â I p ¶ \nc ¡ nÂ £ ma _ ¯ \ Â I pw

6. ho«p hmS I _ ¯

ASn k Ym\ i ¼f ¯ nsâ 5% \nc ¡ nÂ]camh [n 600 cq] hsc ho«p hmS I _ ¯ \ Â I mw. GsX ¦ nepw Poh \ ¡ mc\,]cmaÀ i w1se D ¯ ch {] I mcw hm § n h ¶ ncp ¶ ho«p hmS I Xp I bnÂ I pdh hcn I bmsW ¦ nÂ B I pdh സംരക്ഷിയ്ക്കേണ്ടതും പുതിയ നിരക്കിലെ `ാവി വർദ്ധനവിൽ തട്ടിക്കിഴിക്കേണ്ടതുമാണ്.

7. saUn ¡ Â Aeh ³ k

2000þ2001 hÀ j w apXÂ Poh \ ¡ mÀ ¡ {] XnhÀ j w 1000 cq] saUn ¡ Â Aeh ³ k B bn \ Â I mw.

8. knän t I mw] ³ t k ädn Aeh ³ k

kwk Ym\ kÀ ¡ mÀ Poh \ ¡ mÀ ¡ À I amb \nc ¡ nepw hyh k Y bnepw knän t I mw] ¬ t k ädn Aeh ³ k \ Â I mw

9. I nÂ {Sm I ä Aeh ³ k

kwk Ym\ kÀ ¡ mÀ Poh \ ¡ mÀ ¡ À I amb \nc ¡ nepw hyh k Y bnepw Poh \ ¡ mÀ ¡ I nÂ {Sm I ä Aeh ³ k \ Â I mw.

10. I ®S Aeh ³ k

kÀho k nÂ Hcn ¡ Â am{Xw F ¶ hyh k Y bnÂ Poh \ ¡ mÀ ¡ do ഇംബേഴ്സ്മെന്റായി 300 രൂപ കണ്ണട വാങ്ങുന്നതിനുള്ള അലവൻസിന് അർഹതയുണ്ട്. CXn\ kÀ ¡ mÀ Poh \ ¡ mÀ ¡ _m[I amb asäÃm hyh k Y I fpw _m[I amW.

t{KUpIfpw i¼f]cnj¡cWhpw

11. i¼f]cnj¡cW D¯chnsâ {]m_ey XobXnbpw Imemh[nbpw

ഈ ശമ്പള പരിഷ്ക്കരണ ഉത്തരവിന് 1–4–1999 മുതൽ പ്രാബല്യമുണ്ടായിരിക്കും. F¶mÂ £ma_¯ HgnsIbpff]cnj¡cn¨ \nc¡nepff Aeh³kpIÄ¡ 1–3–2000 മുതലേ പ്രാബല്യമുണ്ടായിരിക്കൂ.

12. Hm]j³

1–4–1999 മുതൽ 31–3–2000 വരെ (രണ്ടു ദിവസം ഉൾപ്പെടെ) ഏതു ദിവസവും]pXnb i¼f ksIbnente¡ hcp¶Xn\ sXcsª Sp¯ Hm]j³ \ÂImhp¶XmW. Cu D¯ch XobXnapXÂ 6 amk¯n\Iw Hm]j³ നൽകിയിരിക്കേണ്ടതാണ്. ഒരിക്കൽ ഓപ്ഷൻ നൽകിക്കഴിഞ്ഞാൽ പിന്നീട് മാറ്റുന്നതിന് A\phZníp¶XÃ. GsX¦nepw Hcp Poh\¡mc³]pXnb ksIbnenÂ hcp¶Xn\ Hm]j³ \ÂImXncp¶mÂ Snbm³ 1þ4þ1999\ ]pXnb ksIbnenÂ h¶Xmbn IW¡m¡n i¼fw \nÀ®bn¡p¶XmW.]pXnb i¼f ksIbnenÂ i¼fw \nÀ®bn¨ Hcp hÀjw]qÀ¯nbmIpt¼mÄ am{Xta ASp¯ hmÀjnI C³{Insaân\ AÀlXbpffq.

13\. 1þ4þ1999 t\m AXn\p tijtam \S¯nb FÃm \nba\§fpw AXmXp XkXnI¡Àlamb]pXnb i¼f ksIbnenÂ \S¯nbXmbn IW¡m¡p¶XmW. GsX¦nepw Poh\¡mc\sam¯wXpIbnÂ Fs´¦nepw Ipdh kw`hn¡pIbmsW¦nÂ AX t]gkWÂ Aeh³kbn നിലനിർത്തുന്നതും ഭാവിയിലുണ്ടാകുന്ന വർദ്ധനവിൽ ലയിപ്പിക്കുന്നതുമാണ്.

14. kab_ÔnX t{KU{]tamj³

Cu i¼f]cnj¡cW D¯chnsâ]cn[nbnÂ hcp¶ kIIcW kwLw Poh\¡mÀ¡ A\p_Ôw1Â tcJs¸Sp¯nbncn¡p¶ i¼f \nc¡pIfnse sXm«pbÀ¶ i¼f \nc¡nte¡ \nehnepff aäp hyhkYIÄ¡p hnt[bambn 1–4–1999 മുതൽ സമയ ബന്ധിത ഗ്രേഡ് പ്രമോഷന് അർഹതയുണ്ടായിരിക്കും.

C¯c¯nÂ kab_ÔnX t{KU{]tamj³ \ÂIp¶Xn\ _Ôs¸« ഭരണ സമിതി അല്ലെങ്കിൽ തുല്യമായ അധികാരി തീരുമാനമെടുക്കേണ്ടതും അതാതു Xmeq¡nse P\dÂ hn`mKw Aknkäâp cPnk{SmdpsS AwKoImcw വാങ്ങിയിരിക്കേണ്ടതുമാണ്.

kab_ÔnX t{KU{]tamjsâ ASnkYm\¯nÂ \nehnepff i¼f \nc¡pIfnÂ \n¶pw hyXykXamb \nc¡ kIIcW kwLw cPnk{SmÀ നിർണ്ണയിച്ച് നൽകിയിട്ടുണ്ടെങ്കിൽ അതിനു സമാനമായ പുതിയ നിരക്കുകൾ cPnk{SmÀ \nÀ®bn¨p \ÂIWw.

1þ4þ1999 \pap³] t{KU{]tamj³ e`n¨hÀ¡ cPnk{SmÀ \nÀ®bn¨p \ÂInbncn¡p¶ i¼f \nc¡n\ kam\ambn]cnj¡cn¡s¸« \nc¡n\ അർഹതയുണ്ടായിരിക്കും.

k l IcW kÀ¡peÀ kam lmcw

15. kwL §fnse No^ F I knl}«ohnsâ ip]mÀi I fn³ taÂ `cW kanXn]pXnb i¼f kslbnenÂ aäp Poh\ ¡mcpsS i¼fw \nÀ®bn¨ നൽകേണ്ടതാണ്. ചീഫ് എക്സിക്യൂട്ടീവിന്റെ ശമ്പളം ഭരണ സമിതിയുടെ ip]mÀi bn³ taÂ AXmXp Xmeq¡nse P\dÂ A knkäâ cPnk{SmÀamÀ നിർണ്ണയിച്ചു നൽകേണ്ടതാണ്.

16. tIcf k l IcW kwLw \nba¯nepw N« §fnepw hyh kY sNbXn«pf f aäp B \pIqey§Ä ¡ Poh\ ¡mÀ XpSÀ¶pw AÀ l cmbncní pw.

17. ap³ i¼f]cnj ¡cW D¯ch {] lmcw i¼fw \nÀ®bn¨t¸mÄ sXämbn IW ¡p Iq«nbXp aqetam, i¼f \nÀ®b dqÄ k sXämbn hymJym\n¨Xp aqetam A[nIw hm§nbn«pf f XpI ¡p ap³ J Þ nI IÄ {] lmcw kwc£ Ww e`n ¡p¶ XÃ.

18. i¼fhpw Aeh³ kpI fpw \nÀ®bn ¡p¶Xp kw_Ôn¨ Fs´ ¦nepw സംശയം ഉണ്ടാകുകയാണെങ്കിൽ അത്തരം സംശയം രജിസ്ട്രാർ ദൂരീകരിക്കേണ്ടതാണ്. സംഘങ്ങൾ അത്തരം സംശയങ്ങൾ താലൂക്കിലെ ജനറൽ അസിസ്റ്റന്റു രജിസ്ട്രാർ മുമ്പാകെ ഉന്നയിക്കേണ്ടതും അസിസ്റ്റന്റു രജിസ്ട്രാർമാർ ജില്ലയിലെ ജനറൽ ജോയിന്റ് രജിസ്ട്രാർമാർക്ക് ആയത് അയച്ചു കൊടുക്കേണ്ടതും ജോയിന്റു രജിസ്ട്രാർമാർ അതു രജിസ്ട്രാർക്കു സമർപ്പിക്കേണ്ടതുമാണ്. രജിസ്ട്രാർ ap¼msI D¶bní s¸Sp¶ kwib§fn³ taÂ BhiyamsW¦nÂ AX സർക്കാരിലേക്ക് റഫർ ചെയ്ത് സംശയ നിവൃത്തി വരുത്തേണ്ടതാണ്.

19. {]hÀ¯\ £aaÃm¯ Xpw km¼¯nI `{ZX CÃm¯ Xpamb kwL §sf kw_Ôn¨nSt¯mfw, A¯cw kwL §Ä¡ `cW kanXnbpsS hyIXamb lmcW §Ä ImWn¡p¶ Xocpam\¯nsâ ASnkYm\¯nÂ Cu i¼f]cnj ¡cWD¯chnÂ \nt¶m,D¯chnse GsX¦nepw hyh kYI fnÂ \nt¶m Hgnhp \Â Ip¶Xn\ cPnk{SmÀ ap¼msI At] £ kaÀ¸n¡mhp¶ XmW. A¯cw At] £]cnKWn¨ hyIXamb Imcy lmcW §Ä t_m[ys¸Sp¶] £w Hgnh A\phZn¡mhp¶ XpamW. A¯c¯nÂ Hgnhp \Â Ip¶X F{X കാലത്തേക്കാണെന്നും നിശ്ചയിച്ചു നൽകേണ്ടതാണ്.

KhÀ®dpsS D¯chn³{] lmcw
Ipcphnf tPm¬
sk{I«dn

t{KUpI fpw i¼f]cnj ¡ cWhpw
A\p_ Ôw I

amÌÀ kÿsI bnÂp\nehnepffX

cq] 890-20/5-990-25/5-1115-30/5-1265-35/5-1440-40/6-1680-50/6-1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700-120/3-4060

]cnjvIcn¨ amÌÀ kÿsI bnÂ

cq] 2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425-125/6-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/5-10985-350/4-12385

i¼f kÿsI bnepIÄ

	\nehnepffX	]cnjvIcn¨X
1.	2280-60/1-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700-120/3-4060 (20 hÀj w)	6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/5-10985- 350/4-12385 (25 hÀj w)
2.	2100-60/4-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700 (20 hÀj w)	5775-150/2-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/5-10985-350/2-11685 (25 hÀj w)
3.	1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280-105/2-3490 (20 hÀj w)	5325-150/5-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/4-10685 (25 hÀj w)
4.	1930-50/1-1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280 (19 hÀj w)	5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/2-10085 (24 hÀj w)
5.	1830-50/3-1980-60/6-2340-70/5-2690-80/4-3010-90/1-3100 (19 hÀj w)	4925-125/2-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485 (24 hÀj w)
6.	1730-50/5-1980-60/6-2340-70/5-2690-80/3-2930 (19 hÀj w)	4675-125/4-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/2-8955 (24 hÀj w)
7.	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 hÀj w)	4550-125/5-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/1-8690 (24 hÀj w)

k l IcW kÀ¡peÀ kam l mcw

8.	1520-40/4-1680-50/6-1980-60/6-2340-70/3-2550 (19 hÀ j w)	4125-100/3-4425-125/6-5175-150/6-6075-175/5-6950-200/4-7750 (24 hÀ j w)
9.	1440-40/6-1680-50/6-1980-60/6-2340-70/1-2410 (19 hÀ j w)	3925-100/5-4425-125/6-5175-150/6-6075-175/5-6950-200/2-7350 (24 hÀ j w)
10.	1370-35/2-1440-40/6-1680-50/6-1980-60/5-2280 (19 hÀ j w)	3735-90/1-3825-100/6-4425-125/6-5175-150/6-6075-175/5-6950 (24 hÀ j w)
11.	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀ j w)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀ j w)
12.	1205-30/2-1265-35/5-1440-40/6-1680-50/6-1980 (19 hÀ j w)	3295-80/1-3375-90/5-3825-100/6-4425-125/6-5175-150/6-6075 (24 hÀ j w)
13.	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ j w)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)
14.	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 hÀ j w)	3055-80/4-3375-90/5-3825-100/6-4425-125/6-5175-150/3-5625 (24 hÀ j w)
15.	1015-25/4-1115-30/5-1265-35/5-1440-40/5-1640 (19 hÀ j w)	2780-65/3-2975-80/5-3375-90/5-3825-100/6-4425-125/5-5050 (24 hÀ j w)
16.	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ j w)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ j w)
17.	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (21 hÀ j w)
18.	.950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
19.	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (23 hÀ j w)
20.	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (23 hÀ j w)

A \p_ Ôw II

{Ia \¼À			XkXnIbpsS t]c	\nehnepff i¼f kslbnÂ	]cnj¡cn¨ i¼f kslbnÂ
1	2	3	4	5	6
	hmb]m kwL §Ä ImÀjnI hmb]m kwL §Ä ImÀjntIXc hmb]m kwL §Ä	¢mÊþ1 ks]jÂ t{KU	sk{I«dn	2280-60/1-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700-120/3-4060(20 hÀjw)	6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/5-10985-309/4-12385(25 hÀjw)
			A knkäâ sk{I«dn/amt\PÀ/ ചീഫ് അക്കൗണ്ടന്റ്/ No^ ImjyÀ	1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280-105/2-3490 (20 hÀjw)	5325-150/5-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/4-10685(25 hÀjw)
			{_m© amt\PÀ/ CtâWÂ B UnäÀ	1930-50/1-1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280 (19 hÀjw)	5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/2-10085(24 hÀjw)
			sIU ¢mÀ¡/ അക്കൗണ്ടന്റ്	1830-50/3-1980-60/6-2340-70/5-2690-80/4-3010-90/1-3100 (19 hÀjw)	4925-125/2-5175-150/6-6075/175/5-6950-200/4-7750-225/3-8425-265/4-9485(24 hÀjw)
			ko\nbÀ ¢mÀ¡/ ImjyÀ	1440-40/6-1680-50/6-1980-60/6-2340-70/1-2410(19 hÀjw)	3925-100/5-4425-125/6-5175-150/6-6075-175/5-6950-200/2-7350 (24 hÀjw)

	Pq\nbÀ ¢mÀ¡/ Pq\nbÀ ImjyÀ/ Ass{] kÀ/ssS¸nkä	1205-30/2-1265-35/5-1440-40/6-1680-50/6-1980(19 hÀjw)	3295-80/1-3375-90/5-3825-100/6-4425-125/6-5175-150/6-6075 (24 hÀjw)
	Aä³UÀ	1015-25/4-1115-30/5-1265-35/5-1440-40/5-1640 (19 hÀjw)	2780-65/3-2975-80/5-3375-90/5-3825-100/6-4425-125/5-5050 (24 hÀjw)
	]}¬/ss\ä hm¨am³	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀjw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀjw)
¢mÊþ1	sk{I«dn	2100-60/4-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700 (20 hÀjw)	5775-150/2-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/5-10985-350/2-11685 (25 hÀjw)
	Akn. sk{I«dn/ amt\PÀ/Nö^ ImjyÀ/Nö^ അക്കൗണ്ടന്റ്	1830-50/3-1980-60/6-2340-70/5-2690-80/4-3010-90/1-3100 (19 hÀjw)	4925-125/2-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485(24 hÀjw)
	{_m© amt\PÀ/ CtâWÂ BUnäÀ	1730-50/5-1980-60/6-2340-70/5-2690-80/3-2930(19 hÀjw)	4675-125/4-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/2-8955 (24 hÀjw)
	sIU ¢mÀ¡/ അക്കൗണ്ടന്റ്	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850(19 hÀjw)	4550-125/5-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/1-8690 (24 hÀjw)

	ko\nbÀ ¢mÀ¡/ Imj yÀ	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160(19 hÀjw)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀjw)
	Pq\nbÀ ¢mÀ¡/ Pq\nbÀ Imj yÀ/ Ass{] kÀ/ssS¸nkä	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀjw)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀjw)
	Aä³ UÀ	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀjw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀjw)
	]}¬/ss\ä hm¨am³	930-20/3-990-25/5-1115-30/5-1265-35/5-1440(18 hÀjw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀjw)
¢mÊþ2	sk{I«dn	1980-60/6-2340-70/5-2690-80/4-3010-90/3-3280-105/2-3490 (20hÀjw)	5325-150/5-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/4-10685 (25 hÀjw)
	A kn. sk{I«dn/ amt\PÀ/No^ അക്കൗണ്ടന്റ്	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 hÀjw)	4550-125/5-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/1-8690 (24 hÀjw)
	{_m© amt\PÀ/ CtâWÂ BUnäÀ	1520-40/4-1680-50/6-1980-60/6-2340-70/3-2550(19 hÀjw)	4125-100/3-4425-125/6-5175-150/6-6075-175/5-6950-200/4-7750 (24 hÀjw)
	sIU ¢mÀ¡/ അക്കൗണ്ടന്റ്	1440-40/6-1680-50/6-1980-60/6-2340-70/1-2410 (19 hÀjw)	3925-100/5-4425-125/6-5175-150/6-6075-175/5-6950-200/2-7350 (24 hÀjw)

	ko\nbÀ ¢mÀ¡ /Imj yÀ	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀ j w)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀ j w)
	Pq\nbÀ ¢mÀ¡ /ssS¸nkä/Pq\nbÀ Imj yÀ	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ j w)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)
	Aä³ UÀ	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
	]}¬ /ss\ä hm¨am³	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
¢mÊþ3	sk{I«dn	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 hÀ j w)	4550-125/5-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/1-8690 (24 hÀ j w)
	A knkäâ sk{I«dn	1440-40/6-1680-50/6-1980-60/6-2340-70/1-2410 (19 hÀ j w)	3925-100/5-4425-125/6-5175-150/6-6075-175/5-6950-200/2-7350 (24 hÀ j w)
	{_m© amt\PÀ/CtâWÂ B UnäÀ	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀ j w)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀ j w)
	അക്കൗണ്ടന്റ്	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ j w)	3215-80/2-3375-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)

	ko\nbÀ ¢mÀ ¡ Imj yÀ	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ j w)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ j w)
	Pq\nbÀ ¢mÀ ¡ / ssS¸nkä/Pq\nbÀ Imj yÀ	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425-125/2-4625 (23hÀ j w)
	Aä³ UÀ	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
	] } ¬ /ss\ä hm¨am³	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/3-4325 (22 hÀ j w)
¢mÊ -4	sk{I«dn	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀ j w)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀ j w)
	അക്കൗണ്ടന്റ്	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ j w)	2780-65/3-2975-80/5-3375-90/5-3825-100/6-4425-125/5-5050 (24 hÀ j w)
	ko\nbÀ ¢mÀ ¡ / ko\nbÀ Imj yÀ	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 hÀ j w)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ j w)
	Pq\nbÀ Imj yÀ/ Pq\nbÀ ¢mÀ ¡	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (21 hÀ j w)

	Aä³ UÀ	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
	]}¬	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
¢mÊþ5	sk{I«dn	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ j w)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)
	ko\nbÀ ¢mÀ¡	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (21 hÀ j w)
	Pq\nbÀ ¢mÀ¡/ Pq\nbÀ Imj yÀ	930-20/3-990-25/5-1115-30/5-1265-35/5-1440(18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
	Aä³ UÀ/]}¬	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
¢mÊþ 6 aäpff FÃm hmb] kwL§ fpw	sk{I«dn	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (21 hÀ j w)
	¢mÀ¡	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)

2. **{]mYan I amÀ ¡ änwK kwL § Ä I mÀ j n t I Xc**
amÀ ¡ änwK kwL § Ä

¢mÊ þ1	s k { I «dn/amt \ PÀ	2100-60/4-2340-70/5-2690-80/4-3010-90/3-3280-105/4-3700 (20 hÀ j w)	5775-150/2-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/5-10985-350/2-11685 (25 hÀ j w)
	A k n.s k { I «dn/ A k n.amt \ PÀ/ അക്കൗണ്ടന്റ്	1680-50/6-1980-60/6-2340/70/5-2690-80/2-2850 (19 hÀ j w)	4550-125/5-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/1-8690 (24 hÀ j w)
	I m j yÀ	1440-40/6-1680-50/6-1980-60/6-2340-70/1-2410 (19 hÀ j w)	3925/100/5-4425-125/6-5175-150/6-6075-175/5-6950-200/2-7350 (24 hÀ j w)
	k o \ n bÀ ¢mÀ ¡ / sSI \ o j y³ / t{KUÀ	1370-35/2-1440-40/6-1680-50/6-1980-60/5-2280 (19 hÀ j w)	3735-90/1-3825-100/6-4425-125/6-5175-150/6-6075-175/5-6950 (24 hÀ j w)
	Pq.¢mÀ ¡ /ssS¸nkä/ A kn. sSI \ n j y³ / A kn. t{KUÀ	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ j w)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)
	Aä ³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
¢mÊ þ2	s k { I «dn/amt \ PÀ	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 hÀ j w)	4550-125/5-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/1-8690 (24 hÀ j w)

	A kns k{ I «dn/ A knamt \PÀ/ അക്കൌണ്ടന്റ് /കാഷ്യർ	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ j w)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)
	k o \ n b À ¢ m À ¡ / sS I \ o j y ³ / t{K U À	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ j w)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)
	Pq.¢mÀ ¡ / ssS¸n k ä	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ j w)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ j w)
	A ä ³ U À	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
¢ m Ê þ3	s k { I «dn/amt \ PÀ	1175-30/3-1265-35/5-1440-40/5-1680-50/5-1930 (19 hÀ j w)	3925-100/5-4425-125/6-5175-150/6-6075-175/5-6950-200/2-7350 (24 hÀ j w)
	അക്കൌണ്ടന്റ് /ക്ലാർക്ക്/ sS I \ o j y ³ /t{K U À	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 hÀ j w)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ j w)
	A kn.sS I \ o j y ³ / A kn.t{K U À	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (21 hÀ j w)
	A ä ³ U À	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)

¢mÊþ4	sk{I«dn	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 hÀ jw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ jw)
	അക്കൗണ്ടന്റ്/ക്ലാർക്ക്	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ jw)	2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (20 hÀ jw)
	sSI\ojy³/ t{KUÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ jw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ jw)
	Aä³UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ jw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ jw)
3. {]mYanI I¬k}aÀ ktämÀ			
	sk{I«dn	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ jw)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ jw)
	sk bnÂ kam³	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ jw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ jw)
	Aä³UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ jw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ jw)
4. ^man§ kwL§Ä			
	sk{I«dn	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ jw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ jw)

	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ jw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ jw)
5.{]mYan I luk mwK kwL §Ä			
¢mÊþ1	sk{I«dn	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 hÀ jw)	4550-125/5-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/1-8690 (24 hÀ jw)
	അക്കൌണ്ടന്റ്	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 hÀ jw)	3055-80/4-3375-90/5-3825-100/6-4425-125/6-5175-150/3-5625 (24 hÀ jw)
	ko\nbÀ¢mÀ¡/	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ jw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ jw)
	Pq\nbÀ ¢mÀ¡/ ssS¸nkä	970-20/1-990-225/5-1155-30/5-1265-35/5-1440-40/3-1560 (19 hÀ jw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ jw)
¢mÊþ2	sk{I«dn	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀ jw)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀ jw)
	ko\nbÀ അക്കൌണ്ടന്റ്	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ jw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ jw)
	Pq\nbÀ ¢mÀ¡/ ssS¸nkä	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ jw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ jw)

		Aä³ UÀ	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
	¢mÊþ3	sk{I«dn	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 hÀ j w)	3055-80/4-3375-90/5-3825-100/6-4425-125/6-5175-150/3-5625 (24 hÀ j w)
		അക്കൗണ്ടന്റ്	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425(21 hÀ j w)
		¢mÀ¡	930-20/3-990-25/5-1115-30/5-1265-35/5-1440 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
6.	tamt«mÀ {Sm³ kt]mÀ« kwL §Ä	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
	¢mÊþ1	sk{I«dn	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀ j w)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀ j w)
		അക്കൗണ്ടന്റ്/ t^mÀam³	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ j w)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ j w)
		¢mÀ¡/ktämÀ Io¸À	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)

	ഡ്രൈവർ/കണ്ടക്റ്റർ	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀjw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀjw)
	¢o\À/ Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀjw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀjw)
¢mÊþ2	sk{I«dn	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀjw)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀjw)
	അക്കൗണ്ടന്റ്	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀjw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀjw)
	¢mÀ ¡	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀjw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀjw)
	ഡ്രൈവർ/കണ്ടക്റ്റർ	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀjw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀjw)
	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀjw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀjw)
¢mÊþ3	sk{I«dn	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀjw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀjw)

	¢mÀ ¡	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
	ഡ്രൈവർ/കണ്ടക്റ്റർ	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
¢mÊþ4	sk{I«dn	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425-125/2-4675 (23 hÀ j w)
	ഡ്രൈവർ/കണ്ടക്റ്റർ	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
7. k l IcW{]nâmwK {]Ê ¢mÊþ1	sk{I«dn	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀ j w)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀ j w)
	t^mÀam³	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ j w)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ j w)

	¢mÀ ¡ / I wt] m k näÀ/{] n â À	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480(18 hÀ j w)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (21 hÀ j w)
	ss _ â À	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/4-4225 (21 hÀ j w)
	A ä ³ U À	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
¢ m Ê þ2	s k { I «dn	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ j w)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ j w)
	I wt] m k näÀ/{] n â À	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)
	ss _ â À	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
	A ä ³ U À	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ j w)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
¢ m Ê þ3	s k { I «dn	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀ j w)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ j w)

	Iwt]mknäÀ/ {]nâÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ jw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ jw)
	ss_ âÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ jw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ jw)
8. k_I IcW hIp¸nsâ `cW \nb{´W ¯nÂhcp¶ asäÃm kwL § fpw ¢mÊp1	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ jw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ jw)
	sk{I«dn	1680-50/6-1980-60/6-2340-70/5-2690-80/2-2850 (19 hÀ jw)	4550-125/5-5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/1-8690 (24 hÀ jw)
	അക്കൗണ്ടന്റ്	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 hÀ jw)	3055-80/4-3375-90/5-3825-100/6-4425-125/6-5175-150/3-5625 (24 hÀ jw)
	ko\nbÀ ¢mÀ¡	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀ jw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀ jw)
	Pq.¢mÀ¡/ ssS¸nkä	970-20/1-990-25/5-1155-30/5-1265-35/5-1440-40/3-1560 (19 hÀ jw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀ jw)
	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀ jw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ jw)

¢mÊþ2	sk{I«dn	1300-35/4-1440-40/6-1680-50/6-1980-60/3-2160 (19 hÀjw)	3555-90/3-3825-100/6-4425-125/6-5175-150/6-6075-175/3-6600 (24 hÀjw)
	അക്കൗണ്ടന്റ്	990-25/5-1115-30/5-1265-35/5-1440-40/4-1600 (19 hÀjw)	2715-65/4-2975-80/5-3375-90/5-3825-100/6-4425-125/4-4925 (24 hÀjw)
	ko\nbÀ ¢mÀ¡	970-20/1-990-25/5-1115-30/5-1265-35/5-1440-40/3-1560 (19 hÀjw)	2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425-125/2-4675 (23 hÀjw)
	Pq.¢mÀ¡/ ssS¸nkä	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀjw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀjw)
	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀjw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀjw)
¢mÊþ3	sk{I«dn	1115-30/5-1265-35/5-1440-40/6-1680-50/2-1780 (18 hÀjw)	3055-80/4-3375-90/5-3825-100/6-4425-125/6-5175-150/3-5625 (24 hÀjw)
	¢mÀ¡	950-20/2-990-25/5-1115-30/5-1265-35/5-1440-40/1-1480 (18 hÀjw)	2600-50/1-2650-65/5-2975-80/5-3375-90/5-3825-100/6-4425 (22 hÀjw)
	Aä³ UÀ	890-20/5-990-25/5-1115-30/5-1265-35/4-1405 (19 hÀjw)	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀjw)

{]mYan l hmb]m kwL § Ä amÀ ¡ änwK kwL § Ä F¶nhbnÂ ss{U hÀ X k Xn I അനുവദിച്ചിട്ടുണ്ടെങ്കിൽ ടി തസ്തികയിലേക്ക്		CÃ	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)
¢mÊ 1 l u knwK kwL ¯nse Aä ³ UÀ തസ്തിക (അംഗീകാരമുണ്ടായിരിക്കണം.)		CÃ	2550-50/2-2650-65/5-2975-80/5-3375-90/5-3825-100/5-4325 (22 hÀ j w)
^mÀtag k kÀho k k l l cW _m¦	Pq\nbÀ A{Kn ¡ Ä¨À B ^o kÀ	1730-50/5-1980-60/6-2340-70/5-2690-80/3-2930 (19 hÀ j w)	5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/2-10085 (24 hÀ j w)
	shän\dn kÀP³ t{KU 2	1730-50/5-1980-60/6-2340-70/5-2690-80/3-2930 (19 hÀ j w)	5175-150/6-6075-175/5-6950-200/4-7750-225/3-8425-265/4-9485-300/2-10085 (24 hÀ j w)
	A{Kn ¡ Ä¨dÂ sUa¬ k t{SäÀ t{KU 2/ HmhÀ knbÀ t{KU 3	1175-30/3-1265-35/5-1440-40/6-1680-50/5-1930 (19 hÀ j w)	3215-80/2-3375-90/5-3825-100/6-4425-125/6-5175-150/5-5925 (24 hÀ j w)
aäpf f X k Xn l l Ä		td j ³ amt\PÀ (AwKo lmcapf f X k Xn l ¡)	
		s k bnÂ k am³ (AwKo lmcapf f X k Xn l ¡)	A XmXp kwL § fpsS Aä ³ UdpsS i ¼f k s l bnÂ
		_nÂ l f läÀ (AwKo lmcapf f X k Xn l ¡)	

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k I IcW kÀ¡peÀ kamImcw

Appendix I

FORM OF EXERCISING OPTION UNDER RULE 8 OF RULES FOR FIXATION OF PAY

I.. holding the post of...................................... on Rs. .... do here by elect;

*to come under the revised scale of pay with effect from 1-4-99.

*to retain the existing scale of pay for the period up to .... come under the revised scale with effect from...

Signature :
Name and Designation :

Place :
Date :

*To be scored off if not applicable

DECLARATION

I .... (Name and Official Address) do herby declare that I am bound to refund the excess pay and allowance if any received by me due to wrong calculation in the fixation of pay and allowance as per G. O. (P) .... dated ....and that I undertake to refund such excess amount from my salary as and when directed.

Signature of Employee
Name
Address

Pay Fixation From

1. Name of the Institution :
2. Name of the Employee :
3. Date of entry in Service :
4. Name of the post as on option date :
5. Option Date :
6. Existing Scale of pay as on the option date :
7. Revised Scale of Pay :
8. Basic Pay as on option date :

t{KUp I fpw i ¼f]cn j ¡ cWhpw

9. Amount of D A @ 148%(Basic pay up to Rs. 3500) : Above Rs. 3500, 111% minimum Rs. 5180
10. Total amount of Column No. 8+9 :
11. Fitment Benefit 12% of the amount shown in Column No. 10 or Rs. 350 (minimum amount allowed in pay revision which ever is higher) :
12. Stage in the revised scale :
13. Weightage Increment admissible :
14. Basic Pay arrived by adding the weightage increment amount :
15. D.A. at the rate of 22% from 1-4-99 :
16. H. R. A. :
17. Total amount of Column No. 14+15+16 :
18. Amount drawn in the pre revised scale :
19. Benefit :
20. Date of next Increment :
21. Remarks :

Date.................   Signature of the employee

Certified that the pay fixation statement of Sri..................... shown as above has been verified by me and the particulars entered in the statement are found correct.

Secretary   Sanctioning Authority

\ ¼À (2) 16021/2000   k I IcW kwLw cPn k{Smdm^o k
Xncph \ ´]pcw, 2þ5þ2000

kÀ ¡ peÀ \ ¼À 21/2000

hn j bw: **k I IcW k Ym] \ § Ä þ k I IcW k Ym] \ § fnse Poh\ ¡ mÀ ¡ p kab _ Ônx I bÀ t{KU B \p I qeyw kw_ Ôn¨.**

kqN \ : **1. Pn.H.(F w. F k)7/96 XobXn 25þ1þ96**

2. 30þ4þ97 se 15/97 mw \ ¼À kÀ ¡ peÀ

3. Pn.H. ( ] n) 47/2000/ k I : XobXn: 22þ3þ2000

k I IcW kÀ ¡ peÀ kam I mcw

k I IcW kYm] \ § fnse Poh\ ¡ mÀ ¡ kab _ ÔnX I bÀ t{KU kqN\ (1) {] I mcw A \phZn¨n«pf fXn\ kqN\ (2) {] I mcw i ¼f ksI bnepI Ä \nÀ® bn¨ \Â I nbncp¶p. kqN\ (3) {] I mcw {] mYanI k I IcW kwLw ജീവനക്കാരുടെ ശമ്പളം പരിഷ്ക്കരിച്ച് ഉത്തരവായിട്ടുണ്ട്. ടി ഉത്തരവിൽ സമയ _ ÔnX t{KU {] tam j ³ ASnkYm\ ¯nÂ \ne hnepf f i ¼f \nc ¡ pI fnÂ \n¶pw hyXykXamb \nc ¡ k I IcW kwLw cPnk{SmÀ \nÀ® bn¨ നൽകിയിട്ടുണ്ടെങ്കിൽ അതിനു സമാനമായ പുതിയ നിരക്കുകൾ രജിസ്ട്രാർ നിർണ്ണയിച്ച് നൽകണമെന്ന് വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്.

k I IcW kwLw cPnk{SmdpsS 15/97 \ ¼À kÀ ¡ peÀ {] I mcw നിലവിലുള്ള ശമ്പള സകെയിലുകളിൽ നിന്നും വ്യത്യസ്തമായ രണ്ടു ശമ്പള ksI bnepI fmW I bÀ t{KU i ¼f ksI bnepI fmbn \nÀ® bn¨p \Â I nbn«pf fX. Sn ksI bnepI Ä ¡]cnj ¡ cn¨ i ¼f ksI bnepI Ä Xmsg]dbpw {] I mcw \niNbn¨ \Â I n D¯ chm ¡ p¶p.

\ne hnepf fX	]cnj ¡ cn¨X
2410-4300	6600-175/2-6950-200/4 -7750-225/3-8425-265/4 -9485-300/5-10985-350/6 -13085-400/1-13485(25 hÀ j w)
2340-4180	6425-175/3-6950-200/4 -7750-225/3-8425 -265/4-9485-300/5- 10985-350/6-13085 (25 hÀ j w)

sI. N{µt k\ {] kmZ
k I IcW kwLw cPnk{SmdpsS NmÀP hI n ¡ p¶
A Uo j WÂ cPnk{SmÀ (I ¬ k}aÀ)

\ ¼À C. F w.(2) 24139/2000

k I IcW kwLw cPnk{Smdm^o k Xncph\ ´]pcw, 13þ6þ2000

kÀ ¡ peÀ \ ¼À 31/2000

hnj bw: **k I IcWwþ{] mYanI k I IcW kwL § Äþ Poh\ ¡ mcpsS i ¼f]cnj ¡ cWwþamÀ¤ \nÀt±i § Ä]pds¸Sphn ¡ p¶Xp kw_ Ôn¨.**

kqN\: **22þ3þ2000 se Pn.H.(]n) 47/2000/ k I : \ ¼À D¯ ch**

kqN\bnse kÀ ¡ mÀ D¯ ch {] I mcw kwkYm\s¯ {] mYanI k I IcW kwL § fnse Poh\ ¡ mcpsS i ¼fhpw Aeh³ kpI fpw 1þ4þ99

t{KUpIfpw i¼f]cnj¡cWhpw

apXÂ പരിഷ്ക്കരിച്ചിട്ടുണ്ട്. ശമ്പള പരിഷ്ക്കരണം സംബന്ധിച്ച് ചുവടെ ചേർക്കുന്ന amÀ¤\nÀt±i§Ä \ÂIp¶p.

1. 1þ4þ99 tetbmHm]j³ XobXnbntetbm ASnkYm\ i¼ft¯mSpIqSn 1þ1þ96 se £ma_¯ Iq«nb XpIbpw AtXmsSm¸wSn XpIbpsS 12% hÀ²\hpw IW¡m¡n B bXpw IqSn Iq«n¡n«p¶ XpI]cnj¡cn¨ i¼f kvsIbnense kvtäPv BsW¦nÂ AXntem AÃm¯]£w ASp¯ kvtäPntem ASnkYm\ ശമ്പളമായി നിർണ്ണയിക്കേണ്ടതാണ്. ഇപ്രകാരം ശമ്പളം നിർണ്ണയിക്കുമ്പോൾ ജീവനക്കാരന് ഏറ്റവും കുറഞ്ഞ വർദ്ധനവ് 350 രൂപ ലഭിക്കേണ്ടതാണെന്ന് ശമ്പള പരിഷ്ക്കരണ ഉത്തരവിൽ ഉറപ്പു വരുത്തിയിട്ടുണ്ട്. ശമ്പള നിർണ്ണയ സ്റ്റേറ്റുമെന്റ് ഓപ്ഷൻ സ്റ്റേറ്റുമെന്റ് ഇവയുടെ മാതൃകകൾ അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്.

2. Poh\¡mcsâ kÀhokv ssZÀLyw]cnKWn¨v 5 hÀj¯n\v 1, 10 hÀj¯n\v 2, 20 hÀj¯n\v 3 F¶o{Ia¯nÂ]cnj¡cn¨ i¼f¯nse C³{Insaâv \nc¡nÂ]camh[n 3 C³{Insaâv kÀhokv shbvtäPmbn A\phZn¡mhp¶XmW്.

3.]cnj¡cn¨ i¼f kvsIbnenÂ i¼fw \nÀ®bn¡pt¼mÄ GsX¦nepw Poh\¡mcsâ ASnkYm\ i¼fw kvsIbnensâ]camh[n XpIbpw കവിയുകയാണെങ്കിൽ ശമ്പളം പരമാവധി തുകയിൽ നിർണ്ണയിക്കേണ്ടതും അധികം വരുന്ന തുക പേഴ്സണൽ പേ ആയി നിലനിർത്തി ഭാവിയിൽ ഉണ്ടാകുന്ന വർദ്ധനയിൽ ലയിപ്പിക്കേണ്ടതാണ്. ഇങ്ങനെയുള്ള പേഴ്സണൽ പേ, ക്ഷാമബത്ത, ho«p hmSI _¯ XpS§nb B\pIqey§Ä¡v IW¡p Iq«phm³]mSnÃm¯XmW്.

4. Hcp Poh\¡mcsâ ASnkYm\ i¼fw]cnj¡cn¨ i¼f kvsIbnensâ]mcay¯nse¯pIbmsW¦nÂ, Ahkm\w hm§nb hmÀjnI C³{Insaâv \nc¡nÂ]camh[n ap¶p hmÀjnI C³{Insaân\v അർഹതയുണ്ടായിരിക്കും (സ്റ്റാഗ്നേഷൻ ഇൻക്രിമെന്റ്)

5. tIcf kÀ¡cW N«w 188 A\p_Ôw III Â {]Xn]mZn¨n«pff Hmtcm XkvXnIIÄ¡papff]pXnb i¼f kvsIbnÂ kqN\ 1 se Kh¬saâv D¯chnse I, II അനുബന്ധങ്ങളായി ചേർത്തിട്ടുണ്ട്.

6. സംസ്ഥാന സർക്കാർ ജീവനക്കാർക്ക് 1–4–99 ൽ നിലവിലുണ്ടായിരുന്നതും XpSÀ¶v ImemIme§fnÂ kÀ¡mÀ]pds¸Sphn¡p¶ D¯chpIÄ {]Imcw e`n¡p¶Xpamb £ma_¯¡v kÀ¡mÀ kwLw Poh\¡mÀ¡v അർഹതയുണ്ടായിരിക്കുന്നതാണ്. പുതിയ ശമ്പള സ്കെയിൽ അനുസരിച്ചുള്ള അടിസ്ഥാന ശമ്പളമായിരിക്കണം ക്ഷാമബത്തക്ക് കണക്കാക്കേണ്ടത്.

7. ho«p hmSI _¯ bmbn ASnkYm\ i¼f¯nsâ 5% \nc¡nÂ]camh[n 600 cq] hsc 1þ3þ2000 apXÂ \ÂImhp¶XmW്. 30.12.95 se Pn.H.(]n)181/95 kÀ:

k I IcW kÀ¡peÀ kamImcw

\¼À D¯ch {]Imcw hm§n h¶ncp¶ ho«p hmSI XpIbnÂ Ipdh hcpIbmsW¦nÂ B Ipdh kwc£n¡p¶XmW. C§s\ kwc£nís¸Sp¶ തുക പുതുക്കിയ നിരക്കിലെ ഭാവി വർദ്ധനയിൽ തട്ടിക്കിഴിക്കേണ്ടതാണ്.

8. {]mYanI k I IcW kwLwPoh\¡mÀ¡ saUn¡Â Aeh³ kmbn 1000 cq] 1þ4þ2000 apXÂ \ÂImhp¶XmW.

9. kwkYm\ kÀ¡mÀ Poh\¡mÀ¡ AÀIamb \nc¡nepw, hyhkYbnepw knän tImw] ¬ tkädn Aeh³ k {]mYanI k I IcW kwLw Poh\¡mÀ¡pw 1þ3þ2000 apXÂ \ÂImhp¶XmW.

10. kwkYm\ kÀ¡mÀ Poh\¡mÀ¡ AÀIamb \nc¡nepw, hyhkYbnepw InÂ {SmIä Aeh³ k {]mYanI k I IcW kwLw Poh\¡mÀ¡pw 1þ3þ2000 apXÂ \ÂImhp¶XmW.

11. I®S hm§p¶Xn\pff Aeh³ kmbn 300 cq] kÀhokn Hcn¡Â am{Xw F¶ hyhkYbnÂ Poh\¡mÀ¡ do Cwt_gk saâmbn 1þ3þ2000 apXÂ \ÂImhp¶XmW. CXn\ kÀ¡mÀ Poh\¡mÀ¡ _m[Iamb asäÃm hyhkYIfpw _m[Iambncn¡pw.

12. ശമ്പള പരിഷ്ക്കരണ ഉത്തരവിന് 1–4–99 മുതൽ പ്രാബല്യമുണ്ടായിരിക്കും. £ma_¯ Hgns Ibpff]cnj ¡cn¨ \nc¡nepff Aeh³ kpIÄ¡ 1þ3þ2000 apXte {]m_eyapffq.

13. Poh\¡mÀ¡ 1þ4þ99 apXÂ 31þ3þ2000 hscbpff Imebfhnse (2 Znh kw DÄs¸sS GsX¦nepw XobXnbnÂ]pXnb i¼f ksIbnÂ Hm]j³ \ÂImhp¶XmW. C{]Imcapff Hm]j³ i¼f]cnj¡cW D¯ch നിലവിൽ വന്ന 22–3–2000 മുതൽ 6 മാസത്തിനകം നൽകിയിരിക്കേണ്ടതാണ്. \niNnX kab]cn[n¡pffnÂ Hm]j³ \ÂImXncp¶mÂ {]kXpX Poh\¡mc³ 1þ4þ99 apXÂ]pXnb i¼f ksIbnenÂ Hm]äp sNbXXmbn കണക്കാക്കി പുതിയ ശമ്പള സ്കെയിലിൽ ശമ്പളം നിജപ്പെടുത്തേണ്ടതാണ്. പുതിയ i¼f ksIbnenÂ i¼fw \nÀ®bn¨ Hcp hÀjw]qÀ¯nbm¡pt¼mÄ am{Xta ASp¯ hmÀjnI C³{Insaân\ AÀIXbpffq.

14. 1þ4þ99 t\m AXn\pti j tamDff \nba\§Ä DtZymK¡bä§Ä]pXnb i¼f ksIbnenÂ \S¶Xmbn IW¡m¡s¸Sp¶XmW. {]kXpX XobXnt¡m, AXn\p tij tam \nban¡s¸« Poh\¡msc kw_Ôn¨nSt¯mfw Ahsc]pXnb i¼f ksIbnenÂ \nban¨Xmbn am{Xw കണക്കാക്കി ടി തസ്തികയിലെ മിനിമം അടിസ്ഥാന ശമ്പളം നൽകേണ്ടതാണ്.

Poh\¡mc\ sam¯w XpIbnÂ Fs´¦nepw Ipdh kw`hn¡pI bmsW¦nÂ AX t]gkWÂ Aeh³ kmbn \ne\nÀ¯p¶Xpw `mhnbnÂ ഉണ്ടാകുന്ന വർദ്ധനയിൽ ലയിപ്പിക്കേണ്ടതുമാണ്.

t{KUpIfpw i¼f]cnj¡cWhpw

15. Pn.H.(]n) 47/2000.kl {]Imcapff i¼f]cnj¡cW D¯chnsâ]cn[nbnÂ hcp¶ Poh\¡mÀ¡ Sn D¯chnsâ A\p_Ôw 1 Â tcJs¸Sp¯nbncn¡p¶ i¼f \nc¡pIfnse sXm«pbÀ¶ i¼f \nc¡nte¡ 25þ1þ96 se Pn.H. (Fw.Fk) 7/96 se hyhkYIÄ¡ hnt[bambn 1þ4þ99 മുതൽ സമയബന്ധിത ഗ്രേഡ് പ്രമോഷന് അർഹത ഉണ്ടായിരിക്കുന്നതാണ്. kab_ÔnX t{KU {]tamjsâ ASnkYm\¯nÂ \nehnepff i¼f \nc¡pIfnÂ \n¶pw hyXykXamb \nc¡ kIIcW kwLw cPnk{SmÀ \nÀ®bn¨ \Â Inbn«pffXn\ 2þ5þ2000 se 21/2000 \¼À kÀ¡peÀ{] Imcapff പുതിയ ശമ്പള നിരക്കിന് അർഹതയുണ്ടായിരിക്കും. ഇത്തരത്തിൽ സമയ ബന്ധിത t{KU{]tamj³ \ÂIp¶Xn\ _Ôs¸« `cWkanXn AsÃ¦nÂ Xpeyamb അധികാരി തീരുമാനമെടുക്കേണ്ടതും അതാതു താലൂക്കിലെ ജനറൽ വിഭാഗം അസിസ്റ്റന്റു രജിസ്ട്രാറുടെ അംഗീകാരം വാങ്ങിയിരിക്കേണ്ടതുമാണ്.

16. 1969 se tIcf kIIcW \nbaw A\p_Ô N«w F¶nhbnse വ്യവസ്ഥകൾ പ്രകാരം ജീവനക്കാർക്ക് ലഭിച്ചു കൊണ്ടിരിക്കുന്ന മറ്റ് ആനുകൂല്യങ്ങൾ XpSÀ¶pw e`n¡p¶mW. F¶mÂ sXämbn IW¡p Iq«nbXp aqetam ]gb i¼f ]cnj¡cW D¯chpIfnse hyhkYIÄ sXämbn hymJym\n¨ i¼fw \nÀ®bn¨Xp aqetam bYmÀXY¯nÂ A\ÀIamb i¼fwssI¸äp¶ hcpsS Imcy¯nÂ kwc£Wsam¶pw e`n¡p¶XÃ.

17. i¼f]cnj¡cW D¯chnse hyhkYIÄ kw_Ôn¨ Fs´¦nepw സംശയമുണ്ടെങ്കിൽ ബന്ധപ്പെട്ട അസിസ്റ്റന്റു രജിസ്ട്രാർ മുഖേന ജോയിന്റ് രജിസ്ട്രാർക്കെഴുതേണ്ടതും അപ്രകാരം ലഭിക്കുന്ന സംശയങ്ങൾ വ്യക്തമായ അഭിപ്രായ സഹിതം സഹകണ സംഘം രജിസ്ട്രാർക്ക് അയച്ചു തരേണ്ടതും സംശയ നിവർത്തി വരുത്തേണ്ടതുമാണ്.

18. i¼f]cnj¡cWw \S¸nÂ hcp¯pt¼mÄ Fs´¦nepw A]mIX t_m[ys¸SpIbmsW¦nÂ kYm]\¯nse sk{I«dntbmapJyDtZymKkYt\m AXmXp PnÃIfnse P\dÂ hn`mKw tPmbnâ cPnk{SmdpsS{i²bnÂ s]Sp¯n ഉത്തരവ് വാങ്ങേണ്ടതാണ്. പൊതുവായ വിശദീകരണമോ വ്യാഖ്യാനമോ ആവശ്യമുണ്ടെങ്കിൽ ആയത് സഹകരണ സംഘം രജിസ്ട്രാറിൽ നിന്നും വാങ്ങേണ്ടതാണ്.

19. kIIcW kYm]\¯nse No^ FIkn I}«ohnsâ ip]mÀibpsS ASnkYm\¯nÂ aä Poh\¡mcpsS i¼fw kwLw`cW kanXn \nÀ®bn¨ നൽകേണ്ടതാണ്. ചീഫ് എക്സിക്യൂട്ടീവിന്റെ ശമ്പള നിർണ്ണയം സംഘം ഭരണ kanXnbpsS ip]mÀi hnebncp¯nXmeq¡nse P\dÂ hn`mKw AknkäâP രജിസ്ട്രാർ നടത്തേണ്ടതും ശമ്പളം അനുവദിച്ചു നൽകേണ്ടതുമാണ്.

20. km¼¯nIambn]nt¶m¡w \nÂ¡p¶tXm km¼¯nI {]m]XnbnÃm¯tXm Bb kIIcW kwL§sf kw_Ôn¨nSt¯mfw {]kXpX kwL§sf i¼f]cnj¡cW¯nÂ \n¶pwHgnhm¡p¶Xn\ Imcy

k l IcW kÀ¡peÀ kaml mcw

കാരണ സഹിതം ബന്ധപ്പെട്ട ഭരണ സമിതി തീരുമാനിച്ചപേക്ഷിക്കേണ്ടതും ആയത്
]cnt im[n¨ bp IXsa¶ t_m[ys¸Sp¶] £w Cfh\phmZw k l IcW
സംഘം രജിസ്ട്രാർ നൽകുന്നതാണ്. ആവശ്യമെന്നു കണ്ടാൽ മേൽ പ്രകാരം
Hgnhm¡p¶Xn\ Ime]cn[nbpw \niNbn¡p¶XmW.

21. 1þ4þ99 Â kwLw GXp ¢mÊnemtWm DÄs¸«n«pffX B ¢mÊnse
ശമ്പളമാണ് നിർണ്ണയം ചെയ്തു നൽകേണ്ടത്.

22. taÂ {]Imcapff \nÀt±i§fpw hniZoIcW§fpw PnÃm tPmbnâ
രജിസ്ട്രാർക്ക് ബന്ധപ്പെട്ട സഹകരണ സംഘങ്ങളുടെ ശ്രദ്ധയിൽ കൊണ്ടു
വരേണ്ടതും ശമ്പള നിർണ്ണയം ശരിയായ വിധത്തിൽ നടത്തിയിട്ടുണ്ടോ എന്ന് ഉറപ്പു
വരുത്തേണ്ടതുമാണ്. താലൂക്കിലെ ഇൻസ്പെക്ടർമാരും ഓഡിറ്റർമാരും തങ്ങളുടെ
A[nImc]cn[nbnÂs¸« k l IcW kwL§fnÂ i¼f \nÀ®bw
നടത്തിയിട്ടുള്ളത് പരിശോധിക്കേണ്ടതും പരിശോധനയിൽ അപാകതകൾ ശ്രദ്ധയിൽ
പെട്ടാൽ ആയവ പരിഹരിക്കുന്നതിന് സംഘങ്ങൾക്ക് നിർദ്ദേശം നൽകേണ്ടതാണ്.
C{]Imcw \S¯p¶]cnt im[\bpsS]qÀ¯oIcW dnt¸mÀ« _Ôs¸«
Aknkäâp cPnk{SmÀ apJm´ncw tPmbnâ cPnk{SmÀ¡
സമർപ്പിക്കേണ്ടതുമാണ്.

sI. N{µtk\ {]kmZ
k l IcW kwLw cPnk{SmdpsS NmÀP hln¡p¶
A Uo j WÂ cPnk{SmÀ (I¬k}aÀ)

<u>Statement of fixation of pay in the Revised Scale Sanctioned.</u>
<u>As per G.O.(P) 47/2000 dated 22-3-2000.</u>

1. Serial No. :
2. Name of Employee :
3. Designation :
4. Date of entry in regular service :
5. Date of option in the revised scale of pay :
6. No. of years of qualifying service as on the date of option :
7. Existing scale of pay :
8. Revised scale of pay :
9. Existing Basic pay (Excluding Stagnation increment) :
10. Add 148% of D.A. as on 1-1-96 (1510 point) of Basic Pay in Col.9. :
11. Total of (9+10) :

12. Quantum of fitment increase 12% for the amount arrived at Col.11 subject to a minimum of Rs.350. :
13. Amount of stagnation increment if any drawn at the time of fixation :
14. Total (Col. 11+12+13) :
15. Stage in the revised scale of pay :
16. Weightage as per para 3 of the G.O.(P) 47/2000 Coop. Dated 22-3-2000 :
17. Total 15+16 :
18. Stage (Basic pay) in the revised Scale :
19. Next increment date :
20. Remarks :

Recommendation of the Board of Directors

Signature of the Head of the office

Order of the sanctioning authority

Signature of President /Head the of Office.

Signature of sanctioning authority.

FORM OF OPTION

*(i). I .... hereby elect to come under the Revised Scale of Rs.. With effect from..

*(ii) I .... hereby elect to continue in the existing scale of Rs.. Of my officiating post mentioned below till ....

station :

Signature :

Name :

date :

Designation :

*To be scored off if not applicable.

k l IcW kÀ ¡ peÀ kam I mcw

DECLARATION

I ....hereby declare that I am bound to refund the excess pay and allowances if any received by me due to wrong calculation or by any other means in the fixation of Pay and allowances as per G.O. (P) 47/2000 dated 22-3-2000 and I undertake to refund such excess amount from my salary as and when directed.

Signature :

Name :

Designation :

^n I t k j ³ amXr I

1. 1þ4þ99 Â 3940 cq] ASn k Ym\ i ¼fw hm § p ¶ ¢mÊ 1 (k s] j Â t{KU) k w L ¯ nse 29 hÀ j w kÀho k pf f s k{ I «dn b psS i ¼f \nÀ® bw

\ne hnepf f i ¼f k s I bnÂ	:	2280-4060
] cn j ¡ cn¨ i ¼f k s I bnÂ	:	6075-12385
1þ4þ99 Â ASn k Ym \ i ¼fw	:	3940
1510 t] m bn â (1þ1þ96 se) £ ma_ ¯ (111% I pd ª X 5180 cq])	:	5180
B s I	:	9120
12% hÀ ² \ h	:	1094
B s I	:	10214
] pXn b k s I bnense ASp ¯ L «w	:	10385
kÀho k shb täP (J Þ n I 3) (300H2+350H1)	:	950
] pXn b i ¼f k s I bnenÂ		
1þ4þ99 se ASn k Ym \ i ¼fw	:	11335

2. 1þ5þ99 Â 3100 cq] ASn k Ym\ i ¼f hpw 180 cq] k ämKt \ j ³ C ³{ I nsaâp hm § p ¶ ¢mÊ 1 k w L ¯ nse 23 hÀ j w kÀho k pf f A k n k äâ s k{ I «dn b psS i ¼f \nÀ® bw.

\ne hnepf f i ¼f k s I bnÂ	:	1030-3100
] cn j ¡ cn¨ i ¼f k s I bnÂ	:	4925-9485
Hm] j ³ XobXn	:	1-5-99

t{KUpI fpw i¼f]cn j ¡ cWhpw

1þ5þ99 Â ASn k Ym\ i¼fw	:	3100
1510 t]mbnâ £ma_ ¯ (1þ1þ96 se 1481)	:	4588 cq]
B s I	:	7688 cq]
12% hÀ² \h	:	923
Hm] j ³ XobXnbnse kämKt\ j ³ C³{I nsaâ	:	180 cq]
B s I	:	8791 cq]
]pXnb k s I bnense ASp¯ L«w	:	8955 cq]
kÀhok shbitäP (J Þ n I 3)	:	795 cq]
B s I	:	9750

{] k XpX XpI]pXnb i¼f k s I bnensâ]camh[n]cn[n I hn ª Xn\mÂ 1þ5þ99 Â ASn k Ym\ i¼fw 9485 cq] bmbpw _m¡n 265 cq] പേഴ്സണൽ പേ ആയും നിശ്ചയിക്കേണ്ടതാണ്. (ഖണ്ഡിക 3 കാണുക) തുടർന്ന് 1þ5þ2000 Â B Zys ¯ kämKt\ j ³ C³{I nsaâ A\phZn¡ pt¼mÄ t]gkWÂ പേ ശമ്പളത്തിൽ ലയിപ്പിക്കേണ്ടതാണ്.

3. 1þ4þ99 Â 1265 cq] ASn k Ym\ i¼fw hm§p¶ Hcp{]mYan I I ¬ k}aÀ k tämdnse 13 hÀ j w kÀhokpf f s k bnÂ k amsâ i¼f \nÀ® bw.

\nehnepf f i¼f k s I bnÂ	:	930-1440
]cn j ¡ cn¨ i¼f k s I bnÂ	:	2600-4425
1þ4þ99 Â ASn k Ym\ i¼fw	:	1265 cq]
148% (1510 t]mbnâ) £ma_ ¯	:	1872 cq]
B s I	:	3137 cq]
12% hÀ² \h	:	376 cq]
B s I	:	3513 cq]
]pXnb k s I bnense ASp¯ L«w	:	3555 cq]
kÀhok shbitäP (J Þ n I 3)	:	180 cq]
]pXnb i¼f k s I bnenÂ 1þ4þ99 se ASn k Ym\ i¼fw	:	3735 cq]

4. 1þ7þ99 Â 1520 cq] ASn k Ym\ i¼fapf f 9 hÀ j w t k h \w]qÀ¯nbm¡nb Hcp ko\nbÀ ¢mÀ¡nsâ ({]mYan I amÀ¡äwK kwLw ¢mÊ þ1) i¼f \nÀ® bw.

k l lcW kÀ¡peÀ kaml mcw

\ne hnepff i¼f kslbnÂ	:	1370-2280
]cnj ¡cn¨ i¼f ksl bnÂ	:	3735-6950
Hm]j ³ XobXn	:	1-7-99
1þ7þ99 Â ASnkYm\ i¼fw	:	1520 cq]
148% £ma_ ¯ :(1510 t]mbnâ)	:	2250 cq]
Bsl	:	3770 cq]
12% hÀ² \h	:	452 cq]
Bsl	:	4222 cq]
]pXnb kslbnense ASp¯ L«w	:	4225 cq]
kÀhok shbtäP (J Þ nl 3)	:	100 cq]
1þ7þ99 Â]pXnb kslbnense ASnkYm\ i¼fw	:	4325 cq]

6. 1þ4þ99 Â 5 hÀjw tkh\w]qÀ¯nbm¡n 1065 cq] ASnkYm\ i¼fw hm§p¶ Hcp ¢mÊ 1 lmÀjnl hmb]m kwL ¯nse Aä³ UdpsS i¼f \nÀ®bw.

\nehnepff i¼f kslbnÂ	:	950-1480
]cnj ¡cn¨ i¼f kslbnÂ	:	2600-4425
1þ4þ99 Â ASnkYm\ i¼fw	:	1065 cq]
148% £ma_ ¯ :(1510 t]mbnâ)	:	1576 cq]
Bsl	:	2641 cq]
12% hÀ² \h	:	317 cq]
Bsl	:	2958 cq]
]pXnb kslbnense ASp¯ L«w	:	2975 cq]

C{] lmcw i¼fw \niNbn¡pt¼mÄ Bsl 334 cq] bpsS (317+17) hÀ² \hmW Poh\¡mc\ e`n¡p¶X BbXn\mÂ i¼f]cnj¡cW D¯chnse 2mw J Þ nlbnÂ Dd¸p \Â lnbn«pff Npcp§nb hÀ² \h (350 cq]) Dd¸m¡p¶Xn\mbn ASnkYm\ i¼fw ASp¯ L«¯nÂ നിശ്ചയിക്കേണ്ടതാണ്.

AXmbX		2975+80=3055 cq]
kÀhok shbtäP (J Þ nl 3)		80 cq]
1þ4þ99 Â]pXnb kslbnense ASnkYm\ i¼fw	:	3135 cq]

t{KUpl fpw i¼f]cnj¡cWhpw

\¼À 02/24139/2000 kllcW kwLwcPnk{Smdm^okv Xncph\´]pcw, 14þ8þ2000

kÀ¡peÀ \¼À 40/2000

hnjbw: **{]mYanI kllcW kwL§fnse Poh\¡mcpsS i¼f]cnj¡cWwþ kämKt\j³ C³{Insaâv i¼f \nÀ®b¯n\v IW¡m¡p¶Xv kw_Ôn¨þ amÀ¤\nÀt±iw t`ZKXn kw_Ôn¨v.**

kqN\: 1. **13þ6þ2000 se 31/2000 \¼À kÀ¡peÀ**

2. **kÀ¡mcnsâ 24þ7þ2000se 7565/kn.3/2000/kl \¼À I¯v**

{]mYanI kllcW kwLw Poh\¡mcpsS i¼fw]pXp¡nb ksIbnenÂ \nÀ®bn¡p¶Xv kw_Ôn¨v kqN\ (1){] Imcw amÀ¤\nÀt±i§ fpw, i¼f \nÀ®b kvsääpsaâpw]pds¸Sphn¡p¶p. i¼f \nÀ®b kvtäävsaân\v ASnkvYm\ i¼fw kämKt\j³ C³{Insaâv Hgnhm¡n IW¡m¡p¶Xn\mWv \nÀt±in¨ncp¶Xv. F¶mÂ kqN\ (2) {]Imcw kämKt\j³ C³{Insaâv പുതുക്കിയ നിരക്കിലെ ശമ്പള നിർണ്ണയത്തിന് വേണ്ടി അടിസ്ഥാന ശമ്പളമായിത്തന്നെ കണക്കാക്കേണ്ടതാണെന്ന് സർക്കാർ അറിയിച്ചിരിക്കുന്നു. അതിനാൽ സ്റ്റാഗ്നേഷൻ C³{Insaâv]pXp¡nb \nc¡nse i¼f \nÀ®b¯n\v ASnkvYm\ i¼fambn¯s¶ IW¡m¡mhp¶XmsW¶v \nÀt±in¡p¶p.]pXp¡nb i¼f \nÀ®b kvtäävsaâpw CtXmsSm¸w tNÀ¡p¶p.

[cwhoÀ
kllcW kwLwcPnk{SmÀ

tIcf kÀ¡mÀ
kw{Klw

kllcWwþ kwkvYm\ kllcW _m¦pIfnte bpw PnÃm kllcW ബാങ്കിലേയും പാർട്ട് ടൈം കണ്ടിൻജൻസി ജീവനക്കാർക്കുള്ള മെഡിക്കൽ അലവൻസ് പുതുക്കി നിശ്ചയിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

kllcW (_n) hIp¸v

Pn.H.(BÀ.än) \¼À 439/2000/kl: Xncph\´]pcw 17þ10þ2000

]cmaÀiw: 1. **21þ10þ97 se k.D.(km[m) 396/97/kl: \¼À kÀ¡mÀ D¯chv**

2. **kllcW kwLwcPnk{SmdpsS 17þ6þ2000se C.(1) 2317/ 2000 \¼À I¯v**

D¯chv

kwkvYm\ kllcW _m¦nte bpw PnÃm kllcW _m¦pIfnte bpw പാർട്ട് ടൈം കണ്ടിൻജൻസി ജീവനക്കാർക്കു പരാമർശം 1 ലെ സർക്കാർ ഉത്തരവ്

k l IcW kÀ¡peÀ kaml mcw

{] lmcw A\phZn¨n«pff {]XnhÀj saUn¡Â Aeh³ k 300 cq] bnÂ \n¶pw 500 രൂപയായി (അഞ്ഞൂറു രൂപ മാത്രം) വർദ്ധിപ്പിച്ചുകൊണ്ട് സർക്കാർ ഉത്തരവ്]pds¸Sphn¡p¶p.

KhÀ®dpsS D¯chn³{] lmcw
]n.s l.hnj Wp \¼qXnc n
അണ്ടർ സെക്രട്ടറി

\¼À C.Fw.(1) 23217/2000 k l IcW kwLw cPn k {Smdm^o k Xncph \´]pcw, 6þ1þ2001

kÀ,

hnj bw: **kwkYm\ k l IcW _m¦pw PnÃm k l IcW _m¦pI fpw പാർട്ട് ടൈം കണ്ടിൻജന്റ് ജീവനക്കാരുടെ മെഡിക്കൽ അലവൻസ്]pXp¡n \ni Nbn¨ D¯chnsâ {]m_ey XobXn kw_Ôn¨v.**

kqN\: **1. 17þ10þ2000 se Pn.H.(B À.än.) 439/2000/ k l: \¼À kÀ¡mÀ D¯ch**
2. 29þ12þ2000 se 11673/ _n.2/2000 k l: \¼À kÀ¡mÀ I¯v.

kqN\bnte ¡ Xm¦ fpsS {i ² £ Wn¡p¶p. kwkYm\ k l IcW ബാങ്കിലേയും ജില്ലാ സഹകരണ ബാങ്കുകളിലേയും പാർട്ട് ടൈം കണ്ടിൻജന്റ് Poh\¡mcpsS saUn¡Â Aeh³ k 17þ10þ2000 se Pn.H.(B À.än.) 639/2000/ k l: \¼À D¯ch {] lmcw]pXp¡n \ni Nbn¨ hÀ²\h D¯ch വർഷമായ 2000 മുതൽ പ്രാബല്യമുണ്ടായിരിക്കുമെന്ന് സൂചന 2 ലെ കത്തു പ്രകാരം kÀ¡mÀ Adnbn¨ hnhcw Adnbn¡p¶p.

Xm¦ fpsS hnizkX³
സഹകരണ രജിസ്ട്രാർക്കുവേണ്ടി

GOVERNMENT OF KERALA
Abstract

Co-operation-Urban Co-operative Banks-Revision of Scale of Pay and allowances of the employees with effect from 1-4-1990 -Sanctioned-modification-orders-issued.

CO-OPERATION (C) DEPARTMENT

G.O.(MS) No.8/2001/Co-op: Thiruvananthapuram, 12-1-2001

Read: **1. G.O.(P) No. 3000/98/Fin dated 25-11-1998**
2. G.O.(P) No. 16/2000/Co-op: dated 25-1-2000
3. G.O.(P) No. 85/2000/Co-op: dated 25-2-2000
4. Letter No. EM(1)6853/98 dated 11-10-2000 of the Registrar of Co-op: Societies, Thiruvananthapuram.

t{KUp I fpw i ¼f]cn j ¡ cWhpw

ORDER

As per the Government Order read as 2nd paper above, the scale of pay and allowances of employees of the Co-op: Urban Banks were revised with effect from 1-4-1998 and as per the Government Order read as 3rd paper some modifications were issued to the Government order dated 25-1-2000. As per the letter read as 4th paper above, Registrar of Co-op: Societies has recommended some modifications to the above Government Orders, considering the request of the Service Organisations of the employees. After having examined the matter in detail the Government are pleased to order the following modifications/clarifications to the Government Order read as first paper above.

1. **Para B (iii)**, Para B (iii) of Government Order dated 25-1-2000 says that if on pay Fixation, the basic pay exceeds the maximum of the scale, pay will be fixed at the maximum and the excess will be treated as 'Personal Pay' and adjusted in future increase in emoluments. Now, it is clarified that the 'Personal Pay' will be adjusted only in future increase in 'Basic Pay'.

2. **P. Other allowance**

In addition to the allowances sanctioned in the Government Order dated 25-1-2000, the following allowances are sanctioned with effect from 1-12-1999.

P. (v) City Compensatory Allowance: City compensatory allowance at the rate and conditions, admissible to the State Government employees sanctioned as per Government Order read as 1 st paper above will be allowed to the employees of the Urban Co-operatives also.

P. (vi). Spectacle allowance: Spectacle allowance at the rate of and on conditions applicable to State Government employees will be allowed to the employees of the Urban Co-op: Banks also. This will be an one time allowance in the service of an employee and should be recorded in the Service Book also.

The Government Orders read as 2nd and 3rd paper above are stand modified to the above extent.

By order of the Governor
C. D. Sreelatha
Additional Secretary to Government

No. 46138/76-G (3). Office of the Registrar of Co-operative Societies Thiruvananthapuram, 10th February 1977

CIRCULAR No. 10/77

Sub: **Employees of Co-operative Societies-Accumulation of leave prior to 1-1-1974 - Carrying over-Clarifications issued.**

Ref: **This Office Circular No. G3/9526/76 dated 24-6-1976 (35/76).**

The provisions of the Kerala Service Rules regarding leave rules were made applicable to the Employees of Co-operative Societies by virtue of the provisions of sub-rule (8) of rule 190 of the Kerala Co-operative Societies Rules, 1969. The rules 182 to 200 of the said rules were made applicable to the Employees of District Co-operative Banks only with effect from 1-10-1974 in view of the exemption granted to the said banks. Till then the said employees were enjoying such leave on the basis of the leave rules of the respective banks. The leave so accrued or enjoyed during the period from 1-1-1974 to 30-9-1974 cannot be regularised or adjusted under Kerala Service Rules.

Hence in partial modification of the circular read above the instructions issued in respect of the carrying over of leave accrued to the employees would take effect only with effect from 1-10-1974 in so far the employees of District Co-operative Banks are concerned.

(Sd/-)
Joint Registrar of Co-operative Societies, (General)

No.EM.56827/78. Office of the Registrar of Co-operative Societies Trivandrum, 1-10-1980

CIRCULAR No. 64/80

Sub: **Employees of Co-operative Societies-Accumulation of leave prior to 1-1-1974 - Credit in leave account-Revised Instructions issued.**

Ref: **1. Registrar's Circular No. 108/75 dated 18-12-1975.**

2. Govt. Letter No.25038/C3/80/AD dated 5-7-1980.

In this office Circular dated 18-12-1975 referred to item 1 above, instructions were issued to all s that leave (Earned leave and Half Pay Leave)

upto three months to the credit of employees of Co-operative Societies as on 31-12-1973 could be carried over to their leave accounts on 1-1-1974, if the leave accounts of the employees were properly maintained for the relevant period and they had leave at their credit. But, it is found that this has caused much hardship to employees of any co-operative institutions which were having their own service rules that allowed accumulation of leave. The accumulation of leave thus done till 1-1-1974 has been availed of in a few cases on account of the demand from employees. This has created complication, this is contrary to their service regulations precisely at the time i.e. before 1-1-1974. Some institutions, however, in spite of the eligibility of employees, did limit the period of leave to ‘3’ months. Several representations have been received from societies requesting that they may be allowed to reckon leave accumulated upto 31-12-1973 on the basis of their approved service conditions prevailing on that date. The matter has been taken up with the Government and in the light of the directions contained in Government letter cited as item ‘2’ above, the following revised instructions are issued.

Co-operative Societies having approved service rules, regulating conditions of leave and where service records are properly maintained, are allowed to carry over the accumulated leave at the credit of employees as on 1-1-1974.

3. The instructions contained in this Circular dated 18-12-1975 cited as item ‘1’ above are modified to the above extent.

M. S. Joseph
Registrar of Co-operative Societies

No.EM.15827/79. Office of the Registrar of Co-operative Societies
Trivandrum, 18-5-1981

CIRCULAR No. 21/81

Sub: **Co-operation-Casual Leave to the Employees of Co-operative Societies-Instructions issued.**

As per Rule 190 (8) of Rules under Section 80 of the K.C.S.Act, 1969, every employee of a society shall be eligible for different kinds of leave including surrender of Earned leave for the purpose of encashment as in the case of State Government employees prescribed under the K.S.R. Since no mention is made regarding casual leave in the Rule, the employees of Co-operative Societies are allowed Casual leave for “20” (Twenty) days during a

calendar year. The holidays will be prescribed as notified under the Negotiable Instruments Act or by the Labour Department under the Shops and Establishments Act as the case may be for Banking/Business Institutions.

The Deputy Registrars (General) are requested to bring this to the notice of all societies under their jurisdiction.

M. S. Joseph
Registrar of Co-operative Societies

tIcf kÀ¡mÀ
kw{KIw

Xt±i kYm]\§Äþs]mXptaem kYm]\§Ä, FbUU k¡qfpIÄ, k l IcW kwL §Ä F¶nhbnÂ \n¶pw sXcs ª Sp¡s¸«{]Xn\n[nIÄ þ\Kck`m kt½f\¯nepw]©mb¯ aoänwKpIfnepw]s¦Sp¡m³ ks]jyÂ ImjzÂ eoh þ A\phZn¨þD¯ch]pds¸Sphn¨þ

Xt±i `cW (kn) hIp¸

Pn.H.(BÀ.Sn.) 1501/89/X`h. Xncph\´]pcw, 20þ4þ1989

D¯ch

Xt±i `cW kYm]\§fnte¡p Xncs ª Sp¡s¸Sp¶ s]mXptaJem kYm]\§Ä, FbUU k¡qÄ XpS§nbhbnse Poh\¡mÀ¡]©mb¯ I½näi aoänwKpIfnepw ap³ kn¸Âþt ImÀ¸tdj³ Iu¬knÂ aoänwKpIfnepw]s¦Sp¡p¶Xn\p ks]jyÂ ImjzÂ eoh A\phZn¡p¶ ImcywKh¬saâ]cnKWn¨p hcnIbmbncn¶p. Nne kYm]\§fnse Poh\¡mÀ¡ Cu Bhiy¯n\mbn eoh A\phZn¡p¶Xn\ D¯chpIÄ]pds¸Sp വിച്ചിട്ടുണ്ടെങ്കിലും എല്ലാ സ്ഥാപനങ്ങൾക്കും ബാധകമാകത്തക്ക രീതിയിലുള്ള ഒരു ഉത്തരവ് പുറപ്പെടുവിക്കേണ്ടതിന്റെ ആവശ്യകത സർക്കാരിന്റെ ശ്രദ്ധയിൽ പെട്ടു. C¡mcyw Kh¬saâ hniZambn]cntim[n¨Xn\p ti jw Xt±i `cW kYm]\§fnte¡p Xncs ª Sp¡s¸Sp¶ hnhn[kYm]\§fnse Poh\¡mÀ¡p]©mb¯p I½näi tbmK§fnepw ap³ kn¸Â þ t ImÀ¸tdj³ Iu¬knÂ tbmK§fnepw]s¦Sp¡p¶Xn\p Xmsg hnhcn¡p¶ Xc¯nÂ ks]jyÂ ImjzÂ eoh A\phZn¡m³ D¯chmbncn¡p¶p.

tPmen sN¿p¶ kYm]\w	]©mb¯/\Kc k` I fnte¡ Xncs ª Sp¡s¸Sp¶ hÀ¡p Hcp hÀj¯nÂ A\phZn¡mhp¶ ks]jÂ ImjzÂ eoh
(1)	(2)
1. s]mXptaJem kYm]\§Ä	: 12 Znh kw
2. k l IcW kYm]\§Ä	: 12 Znh kw
3. kzImcy tImtfPpIfnse So¨nwK kä^	: 10 Znh kw

A h [n

4. k z I mcy k Ym] \ § fnse t \ m ¬ So¨ nwK k äm ^ : 12 Znh k w
5. k z I mcy k mt ¦ Xn I hnZym`ym k k Ym] \ § fnse So¨ nwK k äm ^ : 10 Znh k w
6. k z I mcy k mt ¦ Xn I hnZym`ym k k Ym] \ § fnse t \ m ¬ So¨ nwK k äm ^ : 12 Znh k w
7. F b U U k ¡ qÄ Sot¨ g k : 10 Znh k w
8. F b U U k ¡ qfnse t \ m ¬ So¨ nwK k äm ^ : 12 Znh k w

ഈ ഉത്തരവിന് 1–2–1988 മുതൽ പൂർവകാല പ്രാബല്യമുണ്ടായിരിക്കുന്നതാണ്.

ഇതു സംബന്ധിച്ച് നിലവിലുണ്ടായിരുന്ന എല്ലാ ഉത്തരവുകളും ഇതോടെ A k m [phm I p ¶ XmW.

KhÀ®dpsS D ¯ chn ³ {] I mcw
Fw. A _ ZpÂ k ¯ mÀ
അണ്ടർ സെക്രട്ടറി

\ ¼À C. Fw (2) 22343/88 — k I I cW k w L w cPn k {SmÀ B ^ o k Xncph \ ´] pcw, 28þ7þ89

k À ¡ peÀ \ ¼À 47/89

h n j bw: **Xt± i k z bw `cW k Ym] \ § fnte ¡ sXcs ª Sp ¡ s¸ Sp ¶ k I I cW Poh \ ¡ mÀ ¡ k s] j yÂ I m j zÂ eoh A \ phZn ¡ p ¶ X kw_ Ôn¨.**

k qN \ : **20þ4þ89 se Pn.H. B À.än. 1501/89þX`h \ ¼À Kh ¬ saâ D ¯ ch**

t I c f k I I cW k w L w N«w 190 (8) A \ p k cn¨ k I I cW k Ym] \ § fnse Poh \ ¡ mÀ ¡ t I c f k Àho k dqÄ k {] I mcw Kh ¬ saâ ജീവനക്കാർക്ക് അനുവദനീയമായിട്ടുള്ള എല്ലാ അവധികൾക്കും അർഹതയുണ്ട്. Kh ¬ saâ Poh \ ¡ mÀ ¡ Xt± i k z bw `cW k Ym ] \ § fnte ¡ pf f sXcs ª Sp¸ nÂ aX k cn ¡ m ³ ] mSnÃ. B bXn \ mÂ Xt± i k z bw `cW k Ym] \ § fnte ¡ sXcs ª Sp ¡ s¸ Sp ¶ hÀ ¡ k s] j yÂ I m j zÂ eoh A \ phZn ¡ m ³ s I . F k . B À.Â hyh k Y bnÃ.

k I I cW k Ym] \ § fnse Poh \ ¡ mÀ Xt± i k z bw `cW k Ym] \ § fnte ¡ aX k cn ¡ p I bpw] ecpw sXcs ª Sp ¡ s¸ Sp I bpw ചെയ്യുന്നുണ്ട്. ഇപ്രകാരം തെരഞ്ഞെടുക്കപ്പെടുന്നവർക്ക് നഗരസഭാ

k l IcW kÀ¡peÀ kam lmcw

k t½f\ ¯nepw]©mb¯ï k t½f\ § fnepw]©mb¯ï aoänwKp I fnepw]s¦Sp¡p¶Xnte¡ï Hcp hÀj¯nÂ 12 Znh kw hsc kïs] j Â ImjzÂ eoh A\phZn¡m hp¶XmsW¶ï kqN\ bnÂ ImWn¨n«pff kÀ¡mÀD¯chï {] Imcw hyIïXam¡nbncn¡p¶p.

taÂ kqNn¸n¨ \n_Ô\ FÃm k l IcW kïYm]\§ fptSbpw ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതാണ്.

]n.{]`mIc³
k l IcW kwLwcPn k{SmÀ

\¼À C. Fw.(2) 807/90

k l IcW kwLwcPn k{SmÀ B^okï Xncph\´]pcw, 5þ2þ1990

kÀ¡peÀ \¼À 7/90

hn j bw: **സഹകരണ സംഘങ്ങളിലെ ജീവനക്കാർക്ക് സറണ്ടർ അവധി A\phZn¡p¶Xp kw_Ôn¨ï**

kqN\: **1þ11þ1989 se Pn.H.(]n)þ480/89/^n³.\¼À kÀ¡mÀ D¯chï**

k l IcW N«§ fnse, N«w 190 (8) A\pkcn¨ï k l IcW kwLw Poh\¡mc\ï kÀ¡mÀ Poh\¡mÀ¡ï _m[Iamb coXnbnÂ, BÀPnXmh[n സറണ്ടർ ചെയ്ത് തുക വാങ്ങാൻ അവകാശമുണ്ട്. സറണ്ടർ ചെയ്യുന്ന ആർജിതാവധി കാലത്തേക്ക് സർക്കാർ ജീവനക്കാർക്ക് കൊടുക്കേണ്ട അവധി ശമ്പളം കണക്കാക്കുന്ന Imcys¯ ¡pdn¨ï kqN\bnse kÀ¡mÀ D¯chnÂ 1þ12þ1989 apXÂ¡ï പ്രാബ്യലത്തോടുകൂടി നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ചിട്ടുണ്ട്. അതു പ്രകാരം സറണ്ടർ sN¿p¶ HmtcmZnh ks¯ BÀPnXmh[n¡pw Ah[n¡met¯ ¡ï IW¡m¡p¶ മാസ ശമ്പളത്തിന്റെ 1/30 ഭാഗം എന്ന തോതിൽ അവധി ശമ്പളം കണക്കാക്കേണ്ടതാണ്. taÂ]dª kÀ¡mÀD¯chnsâ{] k IïX `mKwXmsg{] tXyIw ചേർത്തിട്ടുണ്ട്.

Extract of G.O. (P) 480/89 Fin dated, 1-11-1989.
XXVII-Surrender of Earned Leave.

"52 Leave Salary for leave surrendered will be calculated at 1/30th of the monthly salary per day irrespective of the month in which it is surrendered and the maximum limit of surrender of Earned Leave admissible at the time of retirement will be enhanced to 240 days in modification of the existing provisions for surrender of earned Leave .

(The above rule will take effect from 1-12-1989 per para 54 of the G.O.)

taÂ¸dª \nÀt±i §Ä, k l IcW kwLwPoh\¡mÀ¡pw 1þ12þ1989 apXÂ _m[IamsW¶ Imcyw {i²bnÂ s]Sp¯p¶p. C¡mcyw FÃm സഹകരണ സംഘങ്ങളുടേയും ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതാണ്.

k l IcW kwLwcPn k{SmÀ

Ah[n

\¼À C. Fw.(2) 51267/89 — k l IcW kwLwcPnk{SmÀ B^okI Xncph\´]pcw, 23þ6þ1990

k l IcW kwLwcPnk{SmÀ
Xncph\´]pcw

FÃm tPmbnâ cPnk{SmÀamÀ¡pw

kÀ,

hnjbw: **t»m¡ hnIk\ kanXnIfnÂ AwK§fmbn \ntbmKn¡s¸«n«pff k l IcW kwLw Poh\¡mÀ¡ ks]jÂ Imjz Â eoh A\phZn¡p¶X kw_ Ôn¨ .**

kqN\: **19þ1þ90 se Pn.H.(Fw.F k) 2/90 þk l : \¼À D¯ch**

tIcf k l IcW kwLw N«w 190 (8) A\pkcn¨ k l IcW kYm]\§fnse Poh\¡mÀ¡ tIcf kÀhokN«§Ä {]Imcw kÀ¡mÀ ജീവനക്കാർക്ക് അനുവദനീയമായ എല്ലാ അവധികർക്കും അർഹതയുണ്ട്. ബ്ലോക്ക് hnIk\ kanXn AwK§fmbn kÀ¡mÀ Poh\¡msc \ntbmKn¡m¯Xn\mÂ t»m¡ hnIk\ kaXn tbmK§fnÂ]s¦Sp¡p¶Xn\ {]tXyIw Imjz Â eoh A\phZn¡p¶Xns\¸än sI.F k.B À.Â hyhkYbnÃ.

k l IcW kYm]\§fnse Poh\¡msc t»m¡ hnIk\ kaXn അംഗങ്ങളായി നിയോഗിക്കാറുണ്ട്. ഇപ്രകാരം നിയോഗിക്കപ്പെടുന്ന സഹകരണ kwLw Poh\¡mÀ¡ t»m¡ hnIk\ kaXnbpsS tbmK§fnÂ]s¦Sp¡p¶Xn\mbn kqN\bnÂ ImWn¨ncn¡p¶ D¯ch {]Imcw Hcp വർഷത്തിൽ പത്തിൽ കൂടാതെ പ്രത്യേകം കാഷ്വൽ ലീവിന് അർഹതയുണ്ടെന്ന് സർക്കാർ വ്യക്തമാക്കിയിട്ടുണ്ട്.

Cu hnhcw FÃm k l IcW kYm]\§tfbpw Adnbn¡Wsa¶ XmÂ¸cys¸Sp¶p.

സഹകരണസംഘം രജിസ്ട്രാർക്കു വേണ്ടി

No. E.M. (1) 43702/93. — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 4-7-1995

CIRCULAR No. 16/95

Sub: **Surrender of Earned Leave of the employees of Co-operative Societies-Eligibility-instructions issued.**

Ref: **1. G.O. (P) 605/70/Fin. Dated 26-8-70.**

2. G.O. (P) 68/72/Fin. Dated 7-3-72.

3. G.O. (P) 624/90/Fin. Dated 14-12-90.

4. G.O.(P) 600/93/Fin. Dated 25-9-93.

k l IcW kÀ¡peÀ kamImcw

As per Rule 190 (8) of Kerala Co-operative societies Rules "Every employee of a Co-operative Society shall be eligible for different kinds of leave (including surrender of Earned Leave for the purpose of encashment) as in the case of Government employees as prescribed under Kerala Service Rules". The eligibility of surrender of Earned Leave as allowed to State Government employees upto 1-3-92 as per G.O. 1st to 3rd cited have been enjoyed by the employees of co-operative societies from time to time in the same pattern. The Government while issuing the general pay revision order as per reference 4th cited, have restricted the number of Earned Leave to be surrendered in a financial year to a block of 15 days with effect from 1-3-92. But it is now brought to the notice of the Registrar that some of the societies have allowed the benefit of surrender of Earned Leave over and above limits prescribed, by the Government in the reference cited as 4th paper even after the date of order. Even though there is no relevant provision or rules governing surrender or Earned Leave for the purpose or encashment in Kerala Service Rules, the employees are entitled to the benefits of surrender of Earned Leave as in the case of Government Servants as is specifically provided in Rule 190 (8) of Kerala C-operative Societies Rules 1969. As such, it is hereby ordered that the employees of all Co-operative institutions will be eligible to surrender a block at 15 days (Fifteen days) of Earned Leave in an year. Though, the restriction of surrender of Earned Leave to 15 days was ordered in the case of Government employees with effect from 1-3-92, in order to avoid hardship to employees who may have already availed of this facility, this circular instructions is given effect only from 1-4-95. The leave salary if any claimed in excess of 15 days of surrender of earned leave on or after 1-4-95 will have to be recovered in instalments before the close of financial year 1995-96. Proportionate number of Earned Leave will be credited back to the leave account of respective employees on refund of complete amount of leave salary in excess of admissible limit as per this circular.

Any directions/instructions issued in this regard by Joint Registrars/ Assistant Registrars stand superseded by this circular.

The Joint Registrars of the District will bring the contents of this circular to the notice of all societies in the District for strict compliance.

Minnie Mathew
Registrar of Cooperative Societies

No.F & M 43767/95. Office of the Registrar of Co-operative Societies

A h [n

Thiruvananthapuram, 26-9-1996

CIRCULAR No. 22/96

Sub: **Nineth five year Plan- Decentralisation and people's participation – Mass Campaign – regarding.**

Ref: **G.O. (MS) 10/96/Plg. Dated 30-7-1996 of the Government of Kerala.**

In the Government order cited, permission for duty leave has been granted to the officials of Government Departments. Government Public sector undertakings, semi-Govt. Organisations and autonomous bodies set up with Government assistance for attending various activities including training, Planning meetings, Campaign meetings and other Organisational works connected with the Mass campaign with regard to the Decentralisation and people's participation in the Ninth Five Year Plan, Government have directed to extend the above benefit to the officials of cooperative institutions in the state. In the circumstances, all co-operative institutions are directed to grant duty leave by the respective heads of institutions to those officials who attend the activities connected with the campaign including training. The benefit is available only to those officials who are involve in this campaign.

Nalini Netto, IAS
Registrar of Co-operative Societies

\ ¼À C. Fw. 2/17954/95 — k l I cW kwLw cPn k{SmÀ B ^o k Xncph \ ´] pcw, 11þ2þ98

kÀ ¡ peÀ \ ¼À 4/98

hn j bw: **k l I cW k Ym] \ § Ä/ Fwt¹mbo k k täã C³ j zd³ k \nba¯nsâ]cn[nbnÂ hcp¶ k Ym] \ § fnse Poh\ ¡mcpsS eoh B \p I qey § Ä kw_ Ôn¨þ \nÀt± i § Ä]pds¸Sphn ¡ p¶X kw_ Ôn¨.**

kqN\: **Xr i qÀ tPmbnâ cPn k{SmdpsS 20/4/95 se kn.F k.1299/95 \ ¼À I ¯.**

1948 se Fwt¹mbo k k täã C³ j zd³ k \nba¯nsâ]cn[nbnÂ hcp¶ Nne k l I cW k Ym] \ § Ä C.F k.sF. \nba{] I mcapf f eoh B \p I qey § Ä ¡]pdta k l I cW N«w 190 (8) A \p k cn¨ s I.F k. B À. {] I mcapf f FÃm eoh B \p I qey § fpw \ Â I n hcp¶ Xmbn {i ² bnÂ പെട്ടിട്ടുണ്ട്. ഈ ആഫീസിലെ 11–3–90 ലെ 11/90 ാം നമ്പർ സർക്കുലർ പ്രകാരം 1958 ലെ എംപ്ലോയീസ് പ്രോവിഡണ്ട് ഫണ്ട് ആക്റ്റ് 1948 ലെ എംപ്ലോയീസ് സ്റ്റേറ്റ്

k l IcW kÀ¡peÀ kaml mcw

C³ jzd³ k B lä F ¶nh bpsS]cn[nbnÂ hcp¶ k l IcW kYm]\§Ä Sn \nba§fnse hyhkYlÄ bmsXmcp hogNbpw IqSmsX]qÀ®ambpw പാലിക്കേണ്ടതാണെന്ന് നിർദ്ദേശിച്ചിരുന്നു. ഈ സാഹചര്യത്തിൽ എംപ്ലോയീസ് ktää C³ jzd³ k B lSnsâ]cn[nbnÂ hcp¶ k l IcW kYm]\§fnse Poh\¡mÀ¡ C.F k.sF. \nba¯nse hyhkYlÄ {]Imcapff Ah[nlÄ¡ am{Xta AÀlXbpffq F¶pw Sn \nba¯nse hyhkYlÄ¡ hnt[bamb Ah[n am{Xta A\phZn¨p \ÂIphm³]mSpffq F¶pw aäh[nlÄ A\phZn¡cpsX¶pw \nÀt±in¡p¶p.

k l IcW kwLw cPnk{SmÀ

No.EM (2) 7092/99. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 16-02-99

CIRCULAR No. 4/99

Sub: **Surrender of Earned Leave and Maternity Leave of the employees of Co-operative Societies-Eligibility instructions- issued.**

Ref: **G.O. (P) N0. 3000/98/Fin, dated 25-11-98.**

As per G.O. referred above Earned Leave that can be surrendered once in a financial year by Government Employees is enhanced from 15 to 20 days and Maternity Leave is enhanced from 90 days to 135 days.

As per Rule 190 (8) of KCS Rules every Employee of a Co-operative Society shall be eligible for different kinds of leave (including surrender of earned Leave for the purpose of encashment) as in the case of Government employees as prescribed under Kerala Service Rules. Even though there is no relevant provision or rules governing surrender of Earned Leave for the purpose of encashment in Kerala Service Rules the employees are entitled to the benefits of surrender of earned leave as in the case of Government Servants as is specifically provided in Rule 190 (8) of Kerala Co-operative Societies Rules. Hence it is hereby ordered that the employees of all Co-operative Institutions are also eligible for the enhanced, surrender of earned leave for encashment and for Maternity Leave as ordered in the reference cited with effect from the date mentioned therein.

The Joint Registrars of Co-op. Societies of District will bring the contents of this circular to the notice of all Societies in the Districts.

Sheela Thomas I. A. S.
Registrar of Co-operative Societies

No.G2/50383/76. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 11th May 1977

CIRCULAR No. 27/77

Sub: **Co-operative Training-Deputation of candidates by Co-operative Institutions for various training courses conducted by the various Co-operative Training Colleges under N. C. C. T. difference in the T.A. and D.A. rates-Allowing of.**

For the training courses conducted by the Co-operative Training College, Trivandrum and other similar colleges run under the auspices of the N. C. C. T., the candidates deputed by the co-operative societies are eligible for to and fro Railway fare/State Transport bus fares by the shortest route for their journeys in connection with the joining and leaving the course from the Training College. For their tours connected with the training a D.A. of Rs.4.50 is allowed to them in addition to the actual train or tours fare. It has been represented by the various trainees that the rates allowed by the training college is very low and that they are entitled to higher rates of T.A., D.A. as per the service conditions applicable to them. The Training Colleges are not in a position to allow a higher rates over the pattern fixed by the N.C.C.T. In the circumstances, the sponsoring Co-operative Institution may allow to the candidate the difference in the rates of T.A. and D.A. adopted by the Co-operative Colleges and the Co-operative Institutions concerned as applicable to the candidates as per the rules in force. The exact amount paid to the Institutional candidates by the Training Colleges under T.A. and D.A. should be ascertained from College before sanctioning the claims preferred by the candidates.

(Sd/-)
Registrar of Co-operative Societies

No. PG (2) 38568/81. Office of the Registrar of Co-operative Societies
Trivandrum, 25-9-81

CIRCULAR No. 42/81

Sub: **Cooperative Education Scheme participation of trainees in the Training camps-payment of T.A. and D.A. to participants- instructions issued.**

Ref: **1. G.O. (MS) No. 214/81/AD. Dated 9-6-81.**

2. Letter No. ME. 5822/1981 dated 25-8-81 from the Secretary, State Cooperative Union, Trivandrum.

k l IcW kÀ¡peÀ kam I mcw

As per the G.O. cited 1st above, Government have accorded sanction for the implementation of the revised cooperative Education Programme, in which short-term courses have been included for the personnel of various sectors of the Co-operative movement engaged in diversified activities. The Cooperative Educational Instructors of the State Cooperative Union, who are in charge of the implementation of the programme are organising and conducting the courses/camps in connection with the Joint Registrars of the Districts concerned.

Previously, the stipend to the participants were paid by the State Co-operative Union. Now the payment of stipend to participants of the courses has been discontinued except in the case of societies for weaker sections and Harijan and Girijan Societies.

The State Cooperative Union in their letter 2nd cited has requested to accord permission to all societies for the payment of TA and DA to the participants from funds of the concerned societies.

The request has been examined and the Societies are hereby permitted to pay DA at the approved rates to the members of the committee and the employees who are deputed to the classes organised by the Co-operative Educational Instructors of the State Co-operative Union under the Member Education Scheme. The expenditure has to be met from the funds of the societies concerned.

K. N. Surendran
Joint Registrar (General)

\ ¼À]n.Pn.(2)39980/84 k l IcW kwLw cPn k{Smdm^o k Xncph \´]pcw, 17þ9þ1984

kÀ¡peÀ \¼À 43/84

hn j bw: **k l IcW kwLw Poh\¡mÀ¡ k l IcW]cn ioe\ Ime¯ i¼fhpw Aeh³ kpIfpw \Â Ip¶Xp kw_Ôn¨.**

kqN\: **KhÀsaâ nsâ 11þ6þ1984 se 94600/ kn.3/83/ F.Un. \¼À D¯ch**

1969 se tIcf k l IcW \nbaw 88 mw hIp¸ns\ B[mcam¡n cq]oIcn¨n«pff N« § fnse 186 mw \¼À N«{] Imcw k l IcW kYm] \ § fnse hnhn[XkXnI I fnte ípff \nba\ ¯n\ \n i Nbn¨n«pff hnZym`ym k യോഗ്യതകൾ ഉള്ളവരെ മാത്രമേ സഹകരണ സ്ഥാപനങ്ങളിൽ ഉണ്ടാകുന്ന Hgnhp I fnte ¡ 1974 P\phcn 1 mw XobXn apXÂ \nban ¡ m³]mSpffq. k l IcW

]cnioe\w

]cnioe\w A\nhmcyambn \niNbn¨n«pff XkXnI IfnÂ {] kXpX tbmKyX ഇല്ലാത്തവരെ നിയമിച്ചിട്ടുണ്ടെങ്കിൽ അത് ക്രമ രഹിതമാണ്. അപ്രകാരം ക്രമ clnXambn \nba\w e`n¨htcbpw kIIcW]cnioe\w BhiyanÃm¯ XkXnIIfnÂ tPmen t\m¡p¶htcbpw kwL¯nsâ NnehnÂ kIIcW]cnioe\¯n\ \ntbmKn¨p hcp¶Xmbpw {i²bnÂ s]«ncn¡p¶p. C{]Imcapffhsc kwL¯nsâ NnehnÂ kIIcW]cnioe\¯n\ \ntbmKn¡p¶Xn\ bmsXmcp \oXoIcWhpanÃ.

kwLw Poh\¡mÀ¡ kIIcW]cnioe\ Ime¯ i¼fhpw Aeh³kpIfpw \ÂIp¶X kw_Ôn¨ Xmsg]dbp¶ \nÀt±i§Ä]pds¸Sphn¡p¶p

1. kIIcW N«w 186 \nehnÂ h¶ XobXnbmb 1þ1þ1974 Â Sn N«w A\pkcn¨ kIIcW]cnioe\w BhiyambnCp¶ XkXnIIfnÂ tPmen t\m¡nbncp¶hcpw F¶mÂ kIIcW]cnioe\w kn²n¡m¯hcpambncp¶ Poh\¡msc kIIcW]cnioe\¯n\ \ntbmKn¡pIbmsW¦nÂ AhÀ¡]cnioe\ Imet¯ ¡ i¼fhpw അലവൻസുകളും സംഘം നൽകേണ്ടതാണ്.

2. 1974 P\phcn 1 mw XobXn kIIcW]cnioe\w BhiyanÃm¯ തസ്തികകളിൽ ജോലി നോക്കിക്കൊണ്ടിരുന്ന ജീവനക്കാരും ടി തീയതിക്കു ti jw kIIcW]cnioe\w BhiyanÃm¯ AXmbX (ssS¸nkä,]}¬, Aä³UÀ, skbnÂ kam³, hm¨am³ XpS§nb) XkXnIIfnÂ \nban¡s¸«hcpw, kz´w NnehnÂ thWw kIIcW]cnioe\w \S¯phm³.]cnioe\ Ime¯ kwLw i¼fhpw Aeh³kpw \ÂIphm³]mSnÃ. Cu hn`mK¯nÂ s]«hsc ]n¶oS hnZym`ymk tbmKyXbnÂ \n¶pw Hgnhm¡n kIIcW]cnioe\w Bhiyamb തസ്തികകളിലേക്ക് നിയമിച്ചിട്ടുണ്ടെങ്കിലും അപ്രകാരമുള്ളവരെ kwL¯nsâ NnehnÂ]cnioe\¯n\ \ntbmKn¡phm³]mSnÃ. A{]ImcapffhÀ kz´w NnehnÂ kIIcW]cnioe\ tImgkn\p പോകേണ്ടതാണ്.

3. 1974 P\phcn 1 mw XobXn¡pti jw kIIcW]cnioe\w Bhiyamb XkXnIIfnÂ kIIcW]cnioe\w CÃm¯ hÀ GsX¦nepw സാഹചര്യത്തിൽ നിയമിക്കപ്പെടുവാൻ ഇടയായിട്ടുണ്ടെങ്കിൽ A{]Imcapffhcpw kz´w NehnÂ thWw kIIcW]cnioe\ tImgkn\ t]mIphm³. {]kXpX]cnioe\ Ime¯ i¼fhpw Aeh³kpw kwLw \ÂIphm³]mSpffXÃ.

Cu B^oknÂ \n¶]pds¸Sphn¨n«pff 26þ9þ1969 se 38387/69/]n.FÂ (3) \¼À kÀ¡pedpw Cu hnjb¯nÂ ap³]]pds¸Sphn¨n«pff FÃm സർക്കുലറുകളും നിർദ്ദേശങ്ങളും ഇപ്പോൾ അപ്രസക്തമായിട്ടുള്ളതുകൊണ്ട് CXn\mÂ d±p sNbXncn¡p¶p.

k l IcW kÀ¡peÀ kam l mcw

4. ഈ സർക്കുലറിൽ നിർദ്ദേശിച്ചിട്ടുള്ള കാര്യങ്ങൾ പാലിക്കുന്നുണ്ട് എന്ന് ഉറപ്പു hcp¯phm³ tPmbnâ cPnk{SmÀamcpw B Unä sU]}«n രജിസ്ട്രാർമാരും പ്രത്യേകം ശ്രദ്ധ പതിപ്പിക്കേണ്ടതാണ്.

Fw. hnPb\p®n
k l IcWkwLw cPnk{SmÀ

\¼À C.Fw (2) 26219/89 — k l IcWkwLw cPnk{Smdm^okv Xncph\´]pcw, 11þ8þ1989

kÀ¡peÀ \¼À 50/89

hnjbw: **k l IcW kwLw Poh\¡mÀ þ k l IcW]cnioe\ Ime¯v Poh\¡mÀ¡v i¼fhpw Aeh³kpwsImSp¡p¶Xþ kw_Ôn¨v.**

kqN\: **cPnk{SmdpsS 17þ9þ1984 se 43/84 mw \¼À kÀ¡peÀ (]n.Pn.(2)þ39980/84)**

kqN\bnse kÀ¡peÀ {]Imcw k l IcW kwLw Poh\¡mÀ¡v k l IcW]cnioe\ Ime¯v i¼fhpw Aeh³kpIfpw \ÂIp¶Xp സംബന്ധിച്ച് താഴെ പറയുന്ന നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ചിട്ടുണ്ട്.

1. k l IcW N«w þ 186, \nehnÂ h¶ XobXnbmb 1þ1þ1974 Â SnþN«a\pkcn¨v k l IcW]cnioe\w BhiyambnCp¶ XkXnI IfnÂ tPmen t\m¡nbncp¶ hcpw, F¶mÂ k l IcW]cnioe\w kn²n¡m¯ hcpambncp¶ Poh\¡msc k l IcW]cnioe\¯n\v \ntbmKn¡pIbmsW¦nÂ AhÀ¡v]cnioe\ Imet¯¡v i¼fhpw അലവൻസുകളും സംഘം നൽകേണ്ടതാകുന്നു.

2. 1974 P\phcn 1 mw XobXn k l IcW]cnioe\w BhiyanÃm¯ തസ്തികകളിൽ ജോലി നോക്കിക്കൊണ്ടിരുന്ന ജീവനക്കാരും, ടി തീയതിക്കു tijw k l IcW]cnioe\w BhiyanÃm¯ AXmbXv (ssS¸nkvä,]}¬, Aä³UÀ, skbnÂ kam³, hm¨am³ XpS§nb) XkXnI IfnÂ \nban¡s¸«hcpw, kz´w NnehnÂ thWw k l IcW]cnioe\w \S¯phm³.]cnioe\ Ime¯v kwLw i¼fhpw Aeh³kpIfpw \ÂIphm³]mSnÃ. Cu hn`mK¯nÂ s]«hsc ]n¶oSv hnZym`ymk tbmKyXbnÂ \n¶pw Hgnhm¡n k l IcW]cnioe\w Bhiyamb തസ്തികകളിലേക്ക് നിയമിച്ചിട്ടുണ്ടെങ്കിലും, അപ്രകാരമുള്ളവരെ kwL¯nsâ NnehnÂ]cnioe\¯n\v \ntbmKn¡phm³]mSnÃ. A{]ImcapffhÀ kz´w NnehnÂ k l IcW]cnioe\ tImgvkn\p പോകേണ്ടതാണ്.

]cnioe\w

3. 1974 P\phcn1mw XobXn¡pti jw, k l IcW]cnioe\w Bhiyamb XkXnl IfnÂ k l IcW]cnioe\w CÃm¯ hÀ GsX¦nepw സാഹചര്യത്തിൽ നിയമിക്കപ്പെടുവാൻ ഇടയായിട്ടുണ്ടെങ്കിൽ A{]Imcapffhcpw kz´w NnehnÂ thWw k l IcW]cnioe\ tImgkn\ t]mIphm³. {]kXpX]cnioe\ Ime¯ i¼fhpw Aeh³kpw kwLw \ÂIphm³]mSpffXÃ.

2. taÂ¸d ª \nÀt±i §Ä {]Imcw, k l IcW]cnioe\ Ime¯ i¼f¯n\pw Aeh³kpIÄ¡pw AÀIXbnÃm¯ kwLw Poh\¡mÀ¡p IqSn Ah \ÂIpsa¶ Nne \nthZ\§Ä e`n¨X hniZamb]cntim[n¨Xn³taÂ, Xmsg]dbp¶ \nÀt±i§Ä IqSn]pds¸Sphn¡p¶p.

F. kÀhoknencnt í acWaSbp¶ k l IcW kwLw Poh\¡mcpsS B{inXÀ¡ kwL §fnÂ \nba\w sImSp¡p¶]²Xn {]Imcw \nban¡s¸« Poh\¡msc k l IcW]cnioe\ tImgkn\ \ntbmKn¡pIbmsW¦nÂ, AhÀ¡]cnioe\ Imet¯ ¡ i¼fhpw, അലവൻസുകളും സംഘം നൽകേണ്ടതാകുന്നു.

_n. hnIemwKcmb kwLw Poh\¡msc (kÀ¡mÀ kÀhoknteípff \nba\¯n\ hnIemwKÀ F¶ \nÀhN\¯nÂ IognÂ s]Sp¶ hÀ) k l IcW]cnioe\ tImgkn\ \ntbmKn¡pIbmsW¦nÂ, AhÀ¡]cnioe\ Imet¯ ¡ i¼fhpw, Aeh³kpIfpw kwLw നൽകേണ്ടതാകുന്നു.

3. aäp Poh\¡mcpsS Imcy¯nÂ kqN\bnse kÀ¡peÀ {]Imcapff നിർദ്ദേശങ്ങൾ കർശനമായും പാലിച്ചിരിക്കേണ്ടതാണ്.

]n. {]`mIc³
k l IcW kwLw cPnk{SmÀ

No. G (3) 18642/71.

Office of the Registrar of Co-operative Societies
Trivandrum, 8th June 1971

CIRCULAR No. 23/71

Sub: **Co-operative Societies-Establishment of Staff Provident Fund and Gratuity-Instructions – Issued.**

Ref: **Circular No. 7805/70/G3 dated 4-5-1970.**

In the Circular cited above the attention of all Cooperative institutions was invited to Sections 61 and 62 of the Kerala Co-operative Societies Act and Clauses 58 and 59 of the Kerala Co-operative Societies Rules and they were advised to establish Provident Fund and Gratuity Fund for the benefit of their employees, after framing detailed regulations. The Deputy Registrars were also instructed to see that such of the societies that have not established such funds, take immediate action to constitute the funds. It has been represented by the Kerala State Co-operative Employees Association that several Societies have not yet taken action to introduce these welfare measures. All the societies that have not yet established such funds are once again requested to constitute the funds without delay. The Deputy Registrars and Circle Officers are also requested to review the position and pull up the societies that have failed to comply with the Statutory Provisions.

K. Krishnan Nambiar
Registrar of Co-operative Societies

No. 191/73 G3.

Office of the Registrar of Co-operative Societies
Trivandrum, 2nd February 1973

CIRCULAR No. 2/73

Sub: **Co-operative Societies-Payment of gratuity to employees – Conversion into Life Insurance Corporation Group Gratuity life Assurance Scheme- Instructions ordered.**

Ref: **Registrars Circular No. 9/72 dated 25-2-1972.**

The attention of all Co-operative institutions is invited to Section 62 of the Kerala Co-operative Societies Act and Rule 59 of the Kerala Co-operative Societies Rules, 1969 according to which all monthly paid employees on the permanent establishment of the societies shall be paid gratuity at the time of retirement. Instructions have already been issued in the Circular cited above for the creation of a gratuity fund by making annual contributions to the extent necessary

and to show it separately in the balance sheet attached to the annual audit reports. It is also necessary to invest the gratuity fund separately so that it may be available for drawal as and when the employees retire from the service of the societies.

The Life Insurance Corporation of India has a scheme called "Group Gratuity-Cum-Life Assurance Scheme" under which the corporation is prepared to take over the gratuity liability of the societies and at the same time insure the lives of all the employees of the societies provided the societies agree to hand over to the L.I.C. annually the amount that they normally are expected to set apart for creating a gratuity fund from which gratuity is to be paid to the employees.

Under the existing rules every employee is entitled to gratuity not exceeding half month's pay for every completed year of service subject to a maximum of 15 month's pay. Under the Group Gratuity-cum-Life Assurance Scheme of the L.I.C. the society cannot only build up a reserve to meet this liability but also be able to pay to the dependent of the employee, in the event of his death before retirement, 15 month's salary that the employee was drawing on the date of his death, irrespective of the length of service put in by the employee. In other words the employees' lives got insured to the extent of 15 times the salary they will be drawing throughout their service without paying for it from their pockets. So far as the societies are concerned, the entire gratuity liability will be transferred to the Life Insurance Corporation under the scheme. In addition, the net cost to the society under this scheme will be far less than the liability of the society if it meets the gratuity liability by itself.

The Co-operative Institutions agreeable to implement the above scheme, may apply to the Senior Divisional Manager L.I.C. of India, Trivandrum-4 for further details.

T. R. Sankara Pillai
Registrar of Co-operative Societies

No.E.M.-15827/79 Office of the Registrar of Co-operative Societies
Trivandrum, 18-5-1981

CIRCULAR No. 22/81

Sub: **Co-operation-Provident Fund Contribution to the Employees of Co-op: Societies-Instructions issued.**

Under Rule 58 of the Rules, every society shall establish a contributory Provident Fund for its employees and frame regulations for the maintenance and the utilisation

of the said Fund, provided that when the Employees Provident Fund Act, 1952, is applicable to the society, and the provisions of that Act are more beneficial, the Fund shall be maintained in accordance with the provisions of the said Act. According to Employees Provident Fund Act the maximum contribution by the employer is only 8 ¾ % of the pay and Dearness Allowance wherever the Act is applicable and as per Rule 50 (ii) of the Co-op: Societies Rules, a sum at the rate of 10% of the basic pay of the employees salary shall be made by the society as employers contribution. Therefore, it is advantageous for these employees whose Fixed Dearness Allowance has not been merged to go in for the Employees Provident Fund Act. In the case of these employees whose Fixed Dearness Allowance has been merged with pay, Rule 58 of Co-op: Societies Rules is more beneficial. In order to ensure a uniform procedure in this respect, the rate of Provident Fund contribution of employees of Co-op: Societies is fixed at 10% of the pay wherever fixed Dearness Allowance has been merged with pay and 8 ¾% of pay and Fixed Dearness Allowance wherever Fixed Dearness Allowance has not been merged with pay.

The Deputy Registrars (General) are requested to bring this to the notice of all societies under their Jurisdiction.

M. S. Joseph
Registrar of Co-operative Societies

GOVERNMENT OF KERALA

No. 367/CC3/86/Co-op: Co-operation (C) Department
Trivandrum, 14--5-1986

From

The Secretary to Government

To

The Registrar of Cooperative Societies, Trivandrum

Sir,

Sub: **Payment of gratuity of employees-Fifteen days wages calculation of – clarification sought for.**

Ref: **Your letters No. EM (1) 68409/82 dated 10-1-84 and EM (1) 41373/85 dated 30-12-85.**

In response to the clarification sought for in your letter first cited I am to inform you as follows: According to section 1 (3) of the payment of Gratuity Act, 1972, the Act is applicable to

a) every factory mine, oil field, plantation, port and railway company.

b) Every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishments in a State, in which ten or more persons are employed, or were employed, on any day of the preceding twelve months;

c) Such other establishments or class of establishments, in which ten or more employees are employed, or were employed, on any day of the preceding twelve months, as the Central Government may, by notification, specify in this behalf.

Co-operative Societies do not fall under categories (a) and (c). The Kerala shop and commercial Establishment Act, 1966 is the law for the time being in force in the State in relation to shops and establishment in the State. Section 2 (15) of the Act defines 'shop' as any premises where any trade or business is carried on or where services are rendered to customers, and includes offices, store-rooms godowns or ware houses, whether in the same premises or other wise, used in connection with such trade or business but does not include a commercial establishment or a shop attached to a factory where the persons employed in the shop are allowed the benefits provided for works under the Factories Act, 1948. Commercial establishment is defined as a commercial or industrial or trading or banking or insurance establishment, an establishment or administrative service in which the persons employed are mainly engaged in office work, hotel, restaurant boarding or eating house cafe or any other refreshment house, a theatre or any other place of public amusement entertainment and includes such other establishment as the Government may, by notification in the Gazette, declare to be a commercial establishment for the purpose of this Act, but does not include a factory to which all or any of the provisions of the Factories Act, 1948 (Central Act 63 of 1948) apply (vide section 2 (4) of the Act). Co-operative Societies carrying on Banking Business fall within the purview of the term commercial establishment as defined in section 2 (4) of the Shops and Commercial Establishment Act. Accordingly, the payment of Gratuity Act is applicable to the employees of Cooperative Societies carrying on banking business. By the nature of the business carried on by Cooperative Societies, almost all types of societies are to fall within the definitions of the terms shop or commercial Establishment as defined in the Act. Accordingly, in the matter of payment of Gratuity to the employees, such societies are to be governed by the payment of Gratuity Act, 1972. Accordingly, in the

matter of computing basic wages for purposes of Gratuity, the principles laid down by the Supreme Court in AIR. 1980 S.C. 1944 should be followed. In the case of retired employees also gratuity can be paid in the light of the principles laid down by the Supreme Court.

In the case of societies not falling within the purview of the payment of Gratuity Act, 1972, gratuity is payable as provided in section 62 of the Kerala Cooperative Societies Act read with rule 59 of the Kerala Cooperative Societies Rules.

Yours faithfully
S. K. Bhanudas
Under Secretary
For Secretary

\¼À kn.F k.(2) 14438/89 k l IcW kwLw cPn k{Smdm^o k
Xncph\´]pcw, 11þ3þ90

kÀ¡peÀ \¼À 11/90

hn j bw: **സഹകരണ സ്ഥാപനങ്ങൾ 1958 ലെ എംപ്ലോയീസ് പ്രോവിഡണ്ട് ഫണ്ട് നിയമത്തിലേയും 1948 ലെ എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷ്വറൻസ് നിയമത്തിലേയും വ്യവസ്ഥകൾ നടപ്പിലാക്കേണ്ടതു kw_ Ôn¨.**

1958 ലെ എംപ്ലോയീസ് പ്രോവിഡണ്ട് ഫണ്ട് നിയമം 1948 ലെ എംപ്ലോയീസ് ktää C³ jzd³ k \nbaw C¶o tI{µ \nba§fpsS]cn[nbnÂ hcp¶ k l IcW kYm]\§Ä {] kXpX \nba§fnse {] k IX§fmb hyhkYIÄ]men¡p¶nÃ F¶pff kwKXn cPn k{SmdpsS {i²bnÂ പെട്ടിട്ടുണ്ട്. ഈ നിയമങ്ങളിലെ വ്യവസ്ഥകൾ പൂർണ്ണമായി പാലിക്കേണ്ട ചുമതല നിയമം ബാധിക്കുന്ന ഓരോ സംഘത്തിനും ഉണ്ടെന്നു ചൂണ്ടിക്കാണിക്കുവാൻ ആഗ്രഹിക്കുന്നു. എംപ്ലോയീസ് പ്രോവിഡണ്ട് ഫണ്ട് വിഹിതം ഒടുക്കുന്നതിൽ Xncph\´]pcw PnÃbnte bpw CSp¡n PnÃbnte bpw Nne kwL§Ä hogN hcp¯nbXn\mÂ Cu kYm]\§fnse {][m\ DtZymKkY³ {Iman\Â പ്രോസിക്യൂഷൻ നടപടികൾക്ക് വിധേയരാകേണ്ടി വന്നു എന്ന സംഗതി ബന്ധപ്പെട്ട FÃmhÀ¡pw km[\m]mTamIpsa¶ IcpXp¶p.

2. taÂ \nba§fpsS]cn[nbnÂ hcp¶ k l IcW kYm]\§Ä Sn നിയമങ്ങളിലെ വ്യവസ്ഥകൾ പൂർണ്ണമായും പാലിക്കുന്നുണ്ടെന്നും, ഇക്കാര്യത്തിൽ വീഴ്ച സംഭവിയ്ക്കുന്നില്ലെന്നും ഉറപ്പു വരുത്തേണ്ട ചുമതല പ്രസ്തുത സ്ഥാപനങ്ങളിലെ

ജീവനക്കാർക്കു നൽകേണ്ട ഫണ്ടുകൾ

apJy Imcy \nÀh I W DtZymK k Y ³ amÀ ¡ pw `cW kanXn AwK § Ä ¡ pw ഉള്ളതാണ്. ഇക്കാര്യത്തിൽ ഉണ്ടാകുന്ന വീഴ്ച ബന്ധപ്പെട്ട സ്ഥാപനങ്ങളിലെ apJy Imcy \nÀh I W DtZymK k Y ³ amÀs ¡ Xnsc t{]mknI} j ³ \S]SnIÄ kzoIcn ¡ p¶ Xn\p ImcWam Ip¶ IpäambXn\mÂ 1958 se Fwt¹mbok പ്രോവിഡണ്ട് ഫണ്ട് നിയമം 1948 ലെ എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷ്വറൻസ് നിയമം F¶o tI{µ \nba§fnse]cn[nbnÂ hcp¶ k I IcW kYm] \ §Ä Cu \nba§fnse hyhkYIÄ]men ¡ p¶ Xp kw_Ôn¨ Xmsg]dbp¶ \nÀt± i § Ä CXn\mÂ \Â Inbncn ¡ p¶p.

1) മുകളിൽ പറഞ്ഞ രണ്ടു കേന്ദ്ര നിയമങ്ങളിലേയും വ്യവസ്ഥകളിൽ ഓരോ kYm] \ ¯n\p _m[Iamb hyhkYIÄ bmsXmcp hogNbpw IqSmsX പൂർണ്ണമായും പാലിക്കേണ്ടതാണ്.

2) നിയമ വ്യവസ്ഥകൾ പ്രകാരം സ്ഥാപനം അതാതു സമയം ഒടുക്കേണ്ട തുകകൾ നിശ്ചിത സമയ പരിധിക്കകം തന്നെ ഒടുക്കേണ്ടതാണ്, ഈ ഇനത്തിൽ ഒടുക്കേണ്ട തുകകൾ ഒരിക്കലും,-ഒരു കാരണ h i mepwþ IpSn i n I bm I m ³]mSnÃ.

3) km¼ ¯ n I _p ² nap« A \p`hs¸Sp¶ kYm] \ § Ä aäp km¼ ¯ n I _m[yX I Ä XoÀ ¡ p¶ Xp \nÀ ¯ n h¨ Cu \nba hyhkYIÄ പ്രകാരമുള്ള തുകകൾ മുൻഗണന നൽകി യഥാ സമയം ഒടുക്കേണ്ടതാണ്.

4) [\t i j n Ipd ª kYm] \ § Ä Cu h I \nbam[n j TnX km[yX I Ä നിറവേറ്റുവാൻ വേണ്ടി വരുന്ന സംഖ്യകൾ യഥാ സമയം ലഭ്യമാകുന്നതിനായി ആവശ്യമായ ഏർപ്പാടുകൾ കാലേ കൂട്ടി ചെയ്യേണ്ടതാണ്.

taÂ \nba§fnse hyhkYIÄ \S¸nem ¡ p¶ XnÂ k I IcW സ്ഥാപനങ്ങളുടെ ഭാഗത്തു നിന്നുണ്ടാകുന്ന ഏതൊരു വീഴ്ചയും ഗൗരവമായി ho£n ¡ p¶ Xpw \nba ewL \ ¯n\pw, \nba hyhkYIÄ നടപ്പിലാക്കുന്നതിലുണ്ടായ വീഴ്ചക്കും സ്ഥാപനത്തിലും അതിലെ ഉത്തരവാദപ്പെട്ട DtZymK kY \psaXnsc \S]SnIÄ kzoIcn ¡ p¶ Xpambncn ¡ pw.

Cu kÀ ¡ peÀ ssI ¸ änb hnhcw FÃm PnÃm sam ¯ hym]mc k I IcW D]t`mIXr ktämdpI fptSbpw amt\PnwK UbdISÀamÀ aS ¡ ¯]menÂ അറിയിക്കേണ്ടതാണ്.

]n. {]`mIc³
k I IcW kwLw cPnk{SmÀ

k l IcW kÀ¡peÀ kamImcw

COURT DIRECTION / IMMEDIATE

No. EM (2) 17426 /90 Office of the Registrar of Co-operative Societies
Trivandrum, 8-7-1990

From

Registrar of Co-operative Societies

To

1. All Joint Registrars in the Districts
2. All Deputy Registrars (Audit)

Sub: **Payment of Gratuity to the employees of Co-op. Societies – Reg.**

Ref: **This Office letter No.Em (2) 27024/87 dt.27-11-1987.**

While disposing of O.P. No. 9220/88V the High Court of Kerala in their Judgement dt. 8-3-90 held that the instructions by the Registrar of Co-operative Societies as per the letter under reference is unsustainable since it is discrimination and arbitrary. The court quash the above instruction of the Registrar. Relevant extracts of the Judgement are reproduced below:-

Assuming that such an argument is possible, I feel that it is the duty of the Court to read that the interpretation which is more favourable to the employees that otherwise it is clear that Co-operative Societies employing more than 10 employees pay Gratuity on the basis of total monthly emoluments as provided in the Payment of Gratuity Act 1972. It is also agreed that gratuity is calculated in the case of Govt. servants on the basis of basic pay only. I do not find any justification why persons like the petitioner should be paid gratuity based only on a portion of pay.

In this view I am to the opinion that Ext. P1 is unsustainable, since it is discriminatory and arbitrary, I hereby quash the same. There will be a direction that the gratuity due to the petitioner will be calculated on the basis of aggregate emoluments AND NOT WITH the reference to the basic pay as has done.

In the circumstances you are informed that the Gratuity to the Employees of Co-operative Societies not coming under the purview of the Payment of Gratuity Act 1972 is to be calculated on the basis of aggregate emoluments and not on the basic pay as instructed in the letter cited.

The provisions of the Payment of Gratuity Act 1972 are applicable to those employees who come under the purview of the Act.

For Registrar of Co-operative Societies

GOVERNMENT OF KERALA

Abstract

Co-operation-Rules for the constitution and Administration of the Kerala State Co-operative Employees Welfare Board-Amendment to Rule 20-Approved-Orders issued.

CO-OPERATION (C) DEPARTMENT

G.O.(MS) No. 160/95/Co-op: Thiruvananthapuram, 17-11-1995

Read: **1. G.O. (Rt) No.383/Co-op: dated: 30-9-1986.**

2. G.O.(MS) No. 88/92/Co-op: dated: 22-10-1992

3. G.O.(MS) No. 33/93/Co-op: dated 18-8-1993

4. G.O.(MS) No. 89/93/Co-op: dated 15-9-1993

5. Resolution No. 12 (i) dated: 1-4-1995 of the Managing Committee of the Kerala State Co-operative Employees Welfare Board.

6. Letter No. EM (2) 16887/95, dated: 11-6-95 from the Registrar of Co-operative Societies, Thiruvananthapuram.

ORDER

As per Rule 19 (b) of the Rules for the constitution and Administration of the Kerala State Co-operative Employees Welfare Board, as stand amended as per the G.Os read as second, third and fourth papers above, every employee who has exercised his/her option to come over to the scheme to enjoy the benefits under the rules shall pay a monthly contribution of Rs. 20/- to the Fund from the date on which he joins the scheme. Rule 20 of the said Rules says that every society, all or any of the employees of which have exercised their/his option to come over to the scheme, shall contribute @ 50% of the amount contributed by the employee(s) towards the Fund. The Managing Committee of the Kerala State Co-operative Employees Welfare Board has, in its meeting held on 1-4-1995 as per the Resolution read as fourth paper above has resolved to increase the contribution of the Societies equal to the amount contributed by the employees to the Board, in order to strengthen and improve the financial position of the Board and requested Government to amend Rule 20 accordingly.

2. Government have examined the proposal of the Managing Committee of the Board and they are satisfied that the proposal of the Board is for the betterment of the Co-operative Employees coming under the scheme; and are pleased to issue the following amendment, viz.

k l IcW kÀ¡peÀ kamImcw

AMENDMENT

Existing rule 20 of the Rules for the constitution and Administration of the Kerala State Co-operative Employees Welfare Board shall be substituted by the following:

"Contribution by Management: Every society, all or any of the employees of which have exercised their/ his option to come over the scheme, shall contribute an amount equal to the amount contributed by the employee(s) towards the Fund."

3. The above amendment will come into force with immediate effect.

By order of the Governor
S. Santhakumari
Additional Secretary to Government

GOVERNMENT OF KERALA

Abstract

Co-operation Department- Kerala State Co-operative Employees Welfare Board-Amendment to Rules- approved – orders issued.

CO-OPERATION (C) DEPARTMENT

G.O. (MS) No. 108/96/CO-OP. Thiruvananthapuram, 11-11-1996

Read: 1. G.O. (Rt) No. 383/96/Coop. Dated 30-9-1996
2. G.O.(P) 2/89/Co-op. Dated 6-1-1989
3. G.O.(MS) No. 88/92/Coop. Dated 22-10-1992
4. G.O. (MS) No. 33/93/Coop. Dated 18-3-1993
5. G.O.(MS) No.89/93/Coop. Dated 15-9-95
6. G.O.(MS) No. 160/95/Coop. Dated 17-11-95
7. G.O.(MS) No. 101/96/Coop. Dated 5-10-1996
8. Letter No.WB-717/96 dated 5-10-1996 from the Secretary-Treasurer of the Kerala State Co-op. Employees Welfare Board, Thiruvananthapuram.

ORDER

As per the Government Order read as first paper above, as amended by the Government Orders read as second paper to seventh paper above. Government

have issued the Rules for the constitution and administration of the Kerala State Co-operative Employees Welfare board, which is applicable only to the Employees of the Co-operative Institutions registered or deemed to be registered/constituted/ established under the Kerala Co-operative Societies Act, 1969 (Act 21 of 1969) coming under the control of the Registrar of Co-operative Societies. Government wish to extend the benefit of this welfare scheme to the employees of other Co-operative institutions like the Industrial Co-operatives, Coir Co-operatives, Dairy Co-operatives, Fisheries Co-operatives, Handloom Co-operatives, Khadi and Village Industries Co-operatives etc. registered under the Kerala Co-operative Societies Act, 1969 (Act 21 of 1969) and functioning under various Department of the State Government. The existing rules 2 (a) and 3 (b) of the Rules of the Constitution and administration of the Kerala State Co-operative Employees Welfare Board have to be amended suitably for the above purpose; and Government are pleased to amend the above said rules as follows:-

AMENDMENTS

i). The existing rule 2 (a) of the Rules issued in the G.O. read as first paper above shall be substituted with the followings:-

"2 (a) to raise and administer funds for the welfare of the employees of the institutions registered or demand to be registered/constituted/established under the Kerala Co-operative Societies, Act, 1969 (Act 21 of 1969) under the control of the Registrar of Co-operative Societies and other Departments of the State Government generally and to alleviate the distress of the said Employees and their dependants in indigent circumstances" and

ii) The existing rule 3 (b) of the Rules shall be substituted with the followings:-

"3 (b) 'Employees' means an employee of a Co-operative Society registered or deemed to be registered or an institution constituted or established under the Kerala Co-operative Societies Act, 1969 (Act 21 of 1969) and coming under the administrative control of the Registrar of Co-operative Societies and other Departments of the State Governments".

2. The G.Os read as first and second papers above will stand modified to the above extent, and that these amendments will come into force with immediate effect.

By Order of the Governor
C. P. Sreelatha
Joint Secretary to Government

k l IcW kÀ¡peÀ kaml mcw

\¼À C. Fw.(2) 26537/96 k l IcW kwLw cPn k{Smdm^o k
Xncph\´]pcw, 22þ6þ99

kÀ¡peÀ \¼À 25/99

hnjbw: **k l IcW kwL §fnse Poh\¡mÀ¡ {Kmäphnän \ÂIp¶Xp kw_Ôn¨v.**

kqN\: **Cu Hm^oknse 24þ7þ95 se C. Fw.(2) 43705/95 mw \¼À I¯v.**

k l IcW Poh\¡mÀ¡ FÂ.sF.kn.bpsS {Kq¸ {Kmäphnän k loanÂ \n¶pw e`n¡p¶ XpI \ÂIp¶Xp kw_Ôn¨ k l IcW kYm]\ §Ä]e am\Z Þ §fmW IW¡nseSp¡p¶sX¶pw B bXn\mÂ C¡mcy¯nÂ Hcp G lolrX \nÀt±iw \ÂIsa¶pw]e PnÃm Hm^okpIfnÂ \n¶pw ആവശ്യപ്പെട്ടിട്ടുണ്ട്. ചില സഹകരണ സ്ഥാപനങ്ങൾക്ക് ഗ്രാറ്റുവിറ്റി നിയമം A\pimkn¡p¶ hn[w Poh\¡mÀ¡ AÀl Xs¸« XpIbpw aäp Nne kYm]\§Ä FÂ.sF.kn.bpsS {Kq¸ {Kmäphnän kloanÂ \n¶pw e`n¡p¶ apgph³ XpIbpw Poh\¡mÀ¡ \ÂInhcp¶Xmbn lmWp¶p.

k l IcW N«w 59 {] lmcw Poh\¡mÀ¡ {Kmäphnän \ÂIp¶Xn\pff ബാധ്യത സഹകരണ സ്ഥാപനങ്ങൾക്കുണ്ട്. ജീവനക്കാരൻ റിട്ടയർ ചെയ്യുമ്പോൾ ഗ്രാറ്റുവിറ്റി ഇനത്തിൽ സംഘത്തിനുണ്ടാകാവുന്ന അധിക ബാധ്യത Hgnhm¡p¶Xn\mbmW kwL §Ä FÂ.sF.kn.bpsS {Kq¸ {Kmäphnän kloanÂ tNÀ¶n«pffX. F¶mÂ {Kmäphnän XpI \nÀ®bn¡p¶Xnse A]mIXIÄ aqew Bhiy¯nÂ IqSpXtem Ipdthm Bb XpI kwL §Ä പ്രീമിയം ആയി അടക്കാൻ ഇട വരുന്നുണ്ട്. അതുമൂലം ജീവനക്കാരൻ റിട്ടയർ sN¿pt¼mÄ {Kq¸ {Kmäphnän kloanÂ \n¶pw e`n¡p¶ XpI {Kmäphnän \nbaw അനുസരിച്ചുള്ള തുകയേക്കാൾ കൂടുതലോ കുറവോ ആകാറുണ്ട്. ഗ്രൂപ്പ് ഗ്രാറ്റുവിറ്റി kloanÂ \n¶pw e`n¡p¶ XpI Poh\¡m\ AÀlXs¸« XpItb¡mÄ കുറയുകയാണെങ്കിൽ കുറവു വരുന്ന തുക സംഘം ഫണ്ടിൽ നിന്നും നൽകേണ്ടതാണെന്ന് സൂചന പ്രകാരം നിർദ്ദേശിച്ചിട്ടുണ്ട്.

{Kq¸ {KmäphnänbpsS {]oanbw XpI k l IcW kYm]\amW AS¡p¶X. B bXn\mÂ FÂ.sF.kn.bnÂ \n¶pw Poh\¡mc\ AÀlXs¸«Xnt\¡mÄ IqSpXÂ XpI e`n¡pIbmsW¦nÂ, {Kmäphnän \nbaa\pkcn¨ AÀlXs¸« XpI am{Xta \ÂImhq F¶pw A[nIapff XpI kwL¯n\ AÀlXs¸«XmsW¶pw \nÀt±in¡p¶p.

hn.]n. tPmbv sF. F. F kv.
k l IcW kwLw cPn k{SmÀ

\¼À Pn.(3)14033/74

k l IcW kwLw cPnk{Smdm^ok
Xncph\´]pcw, 1974 amÀ¨ 27

kÀ¡peÀ \¼À 8/74/Pn.3

hnjbw: **80 mw hIp¸ {]Imcapff N«§Ä \S¸nem¡pt¼mÄ IqSpXÂ hcp¶ Poh\¡msc kw_Ôn¨v.**

tIcf k l IcW \nbaw 80 mw hIp¸p {]Imcw Hmtcm kwL§fnepw \nban¡mhp¶ Poh\¡mcpsS F®hpw AhcpsS i¼f tXmXv, tkh\ വ്യവസ്ഥകൾ മുതലായവയും നിശ്ചയിച്ചുകൊണ്ടുള്ള ചട്ടങ്ങൾ 1-1-1974 മുതൽ {]m_eyt¯nÂ h¶ncn¡pIbmWtÃm. F¶mÂ Cu N«§fpsS adhnÂ \n¶p കൊണ്ട് ചില സംഘങ്ങൾ നിലവിലുള്ള ചില ജീവനക്കാരെ അന്യായമായി പിരിച്ചു hnSp¶Xmbn Adnhmbncn¡p¶p. N«§Ä \S¸nÂ hcp¯pt¼mÄ AXphsc XpSÀ¶p h¶ncp¶hcpw F¶mÂ N«§fnÂ ¢n]Xs¸Sp¯nbXnepw IqSpXÂ വരുന്നതുമായ ജീവനക്കാരെ പെട്ടെന്ന് പിരിച്ചു വിടേണ്ടതാണെന്ന് വാദിക്കുന്നതിൽ \ymbanÃ. A{]Imcapff kIYnXnhnti j§fnÂ cPnk{SmdpsS A\phmZt¯msS Poh\¡mcpsS F®¯ntem i¼ftXmXntem hyXymk§Ä hcp¯phm\pw 188 ാം ചട്ടത്തിൽ വ്യവസ്ഥയുണ്ട്. അതിനാൽ കഴിയുന്നതും നിലവിലുള്ള ജീവനക്കാരെ]ncn¨p hnSmXncn¡phm\pw ASp¯ Hgnhp hcp¶Xphsc N«§Ä {]Imcapff പ്രത്യേക അനുവാദങ്ങൾ വാങ്ങി അവരുടെ സേവനങ്ങൾ തുടർന്നുകൊണ്ടു പോകുവാനും ശ്രമിക്കേണ്ടതാണെന്ന് 80þmw hIp¸ {]Imcapff N«§Ä _m[IamIp¶ FÃm kwL§tfbpw Adnbn¨psImffp¶p.

k l IcW kwLw cPnk{SmÀ

\¼À C.Fw.39088/82

k l IcW kwLw cPnk{Smdm^ok
Xncph\´]pcw 26þ11þ1982

kÀ¡peÀ \¼À 54/82

hnjbw: **k l IcW kwL§Ä 182 mw N«¯nse A\p_Ôw 3Â]dbp¶ {]Imcw ¢mÊ amäw hcpt¼mÄ hnZym`ymk tbmKyXsb kw_Ôn¨þhniZoIcWw**

tIcf k l IcW N«w 182 sâ A\p_Ôw 3Â]dbpw {]Imcw k l IcW kYm]\§fpsS {]hÀ¯\ ]ptcmKXn¡ A\pkcWambn ¢mÊ amäw kw`hn¡pt¼mÄ Nne XkXnI IfpsS i¼f ksIbnepIÄ¡pw amäw kw`hn¡p¶p. C{]Imcw amäw kw`hnípt¼mÄ Nne XkXnI IfpsS XpS¡w i¼fw 250 cq]¡taÂ hcp¶p. CtX N«¯nse 186 mw N«{]Imcw 250 cq]tbm AXn\p tatetbm XpS¡ i¼fapff, kmt¦XnI tbmKyX

k l IcW kÀ¡peÀ kaml mcw

B h i yapffsXmgnsl bpff FÃm X k Xnl I Ä ¡ pw Hcp AwKo I rX kÀh l emimebpsS _ncpZhpw k l IcW]cnioe\hpw hnZym`ymk യോഗ്യതയായി നിശ്ചയിച്ചിട്ടുണ്ടല്ലോ. ഇതോടൊപ്പം 186–ാം ചട്ടത്തിലെ നോട്ട് 1ൽ \nehnepff Poh\ ¡mÀ ¡ {] k XpX N« ¯nÂ \niNbn¨n«pff hnZym`ymk tbmKyX I Ä H¶pwXs¶ AhÀ At¸mÄ h l n ¡ p¶ X k Xn I bnÂ XpScphm³ ബാധകമാക്കേണ്ടതില്ലാ എന്നും വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്.

F¶mÂ ¢mÊ amäw kw`hn ¡ pt¼mÄ Nne X k Xn I bpsS XpS ¡ ശമ്പളത്തിൽ വരുന്ന വ്യത്യാസം കണക്കിലെടുത്തുകൊണ്ട് പ്രസ്തുത തസ്തിക വഹിക്കുവാൻ ചില ജീവനക്കാർക്ക് വിദ്യാഭ്യാസ യോഗ്യത ഇല്ലെന്നും അതു കൊണ്ട് ഉടൻ തന്നെ നിശ്ചിത യോഗ്യത സമ്പാദിക്കേണ്ടതാണെന്നും അല്ലെങ്കിൽ പ്രസ്തുത തസ്തികയിൽ നിന്നും തരം താഴ്ത്തുകയോ പിരിച്ചു വിടുകയോ ചെയ്യേണ്ടതാണെന്നും Nne tPmbnâ cPn k{SmÀamÀ AhcpsS A [n I mc]cn[nbnepff kwL §sf നിർദ്ദേശിക്കാറുണ്ടെന്ന് ശ്രദ്ധയിൽ പെട്ടിരിക്കുന്നു.

k l IcW N«w186 Â \niNbn¨ncn ¡ p¶ tbmKyX I Ä _m[I am ¡ p¶ X GsX ¦nepw Xc ¯nepff \nba\w (t\cnt«m, DtZymK ¡ bäw aqetam) \S ¯pt¼mÄ am{XamW {] k XpX N« ¯nse t\m« 1 se hyh k Y {] I mcw \nehnepff Poh\ ¡mÀ ¡ AhÀ h l n ¡ p¶ X k Xn I I fnÂ XpScphm³ നിശ്ചിത യോഗ്യതകൾ ബാധകമാക്കേണ്ടതില്ല. ക്ലാസ്സ് മാറ്റം മൂലം ജീവനക്കാരുടെ ശമ്പളത്തിൽ വർദ്ധന ഉണ്ടാകുമെന്നുള്ളതു കൊണ്ട് അവരെ പുതുതായി നിയമിക്കുകയാണെന്നു പറയുവാൻ കഴിയുകയില്ല. അതുകൊണ്ട് ക്ലാസ്സ് മാറുന്നതു മൂലം നേരത്തേ ഉണ്ടായിരുന്ന ജീവനക്കാർ ചട്ടം 186 ൽ നിശ്ചയിച്ചിരിക്കുന്ന tbmKyX CsÃ¶ ImcW ¯mÂ, XX k Ym\ ¯ p XpScphm³ A tbmKycmbn തീരുന്നില്ല. എന്നാൽ ക്ലാസ്സ് മാറ്റം മൂലം ഉണ്ടാകുന്ന പുതിയ തസ്തികകൾ നികത്തുമ്പോൾ 186 ാം ചട്ടത്തിൽ പറയുന്ന യോഗ്യതകൾ ബാധകമാക്കേണ്ടതാണ്.

sI. Fw. _me I r j W ³
k l IcW kwLw cPn k{SmÀ

No.EM (1) 38166/84. Office of the Registrar of Co-operative Societies
Trivandrum, 28-11-1984

CIRCULAR No. 46/84

Sub: **Fixation of pay of employees-Promoted to higher time scale of pay-Guidelines prescribed-Orders issued.**

Read: **Government Letter No. 49294/CBI/84/AD. Dated 16-10-1984.**

It has been brought to my notice that there is no uniformity among Co-operative Societies in fixing the pay of the employees in the higher scale of pay

when they are promoted. This has resulted in anomalies in fixation of pay of the employees of Co-operative Institutions.

2. After examining the matter in all its aspects, the following guidelines are issued for the fixation of pay of employees of Co-operative Institutions coming under the administrative control of the Registrar of Co-operative Societies when they are promoted to higher time scale of pay.

3. If an employee is promoted to another post carrying a higher time scale of pay, his initial pay in the higher time scale of pay shall be fixed at the stage next above the pay notionally arrived at in the lower time scale of pay by increasing the actual pay drawn by him in the lower time scale by one increment.

Provided that the above procedure shall not apply to promotions from posts carrying a scale of pay the minimum of which exceeds Rs. 1300/-

4. The employees not coming under the above category (i.e. the scale of pay the minimum of which exceeds Rs. 1300/-) when promoted to higher time scale of pay will draw as initial pay the stage next above his pay in the lower time scale irrespective of whether the pay in the lower time scale is a stage in the higher time scale or not.

M. Vijayanunni
Registrar of Cooperative Societies

\¼À C. Fw.2.41693/88

k l IcW kwLw cPn k{Smdm^o k Xncph\´]pcw, 22þ12þ1988

kÀ¡peÀ \¼À 46/88

hnjbw: **k l IcW kYm]\§fpsS ¢mÊ amäw þ Poh\¡mcpsS i¼f ^nItk j³ kw_Ôn¨**

kqN\: **Cu Hm^okn \n¶pff 18þ2þ1988 se 10/88 mw \¼À kÀ¡peÀ**

k l IcW kYm]\§fnse ¢mÊn^nt¡ j³ amdp¶Xn\\pkcn¨]e തസ്തികകളുടെ ശമ്പള സ്കെയിലുകൾക്കും മാറ്റം വരാറുണ്ട്. ഇപ്രകാരം മാറുന്ന i¼f kslbnepIfnÂ Poh\¡mcpsS i¼fw F§ns\ \nÀ®bn¡Wsa¶Xns\ kw_Ôn¨ Nne am\Z Þ §Ä taÂ kqNn¸n¨ സർക്കുലർ പ്രകാരം പുറപ്പെടുവിക്കുകയുണ്ടായി. താഴ്ന്ന ശമ്പള സ്കെയിലിൽ Poh\¡mc³ hm§nbncp¶ ASnkYm\ i¼fw DbÀ¶ kslbnenÂ Hcp ktäPmsW¦nÂ AXntem ktäP AsÃ¦nÂ am{Xw ASp¯ ktäPntem B bn ഉയർന്ന ശമ്പള സ്കെയിലിലെ അടിസ്ഥാന ശമ്പളം നിർണ്ണയിക്കേണ്ടതാണ്

k I IcW kÀ¡peÀ kamImcw

F¶mW{] kXpX kÀ¡pedn Â \nÀt±in¨ncp¶X. Xmg¶ i¼f ksIbnen Â Poh\¡mc³ XpSÀ¶p h¶ncp¶psh¦nÂ hmÀjnI C³{Imsaân\p GXp XobXnbnemtWm AÀIX t\Sp¶X B XobXn¡pXs¶ DbÀ¶ i¼f സ്കെയിലിൽ വാർഷിക ഇൻക്രിമെന്റ് നൽകേണ്ടതാണെന്നും പ്രസ്തുത സർക്കുലറിൽ നിർദ്ദേശിച്ചിട്ടുണ്ട്. മേൽ പറഞ്ഞ വ്യവസ്ഥകൾ ചില ജീവനക്കാർക്ക് ദോഷകരമായി വരുന്നു എന്ന് പരാതികൾ ലഭിച്ചിട്ടുണ്ട്. പ്രസ്തുത പരാതികൾ പരിശോധിച്ചതിന്റെ shfn¨¯nÂ 10/88 mw \¼À kÀ¡pednsâ J Þ nI 2 (1) þDw (2) þ Dw Xmsg]dbpw{] Imcw t`ZKXn sN¿p¶p.

1. ¢mÊ amäw aqew GsX¦nepw XkXnIbpsS i¼f ksIbnenÂ amäw hcp¶ Ahkc¯nÂ Poh\¡mc\p AbmÄ Xmg¶ i¼f ksIbnenÂ hm§nbncp¶ ASnkYm\ i¼fwDbÀ¶ i¼f ksIbnenÂ Hcp ktäP അണെങ്കിൽ അടുത്ത സ്റ്റേജിൽ അടിസ്ഥാന ശമ്പളം നിർണ്ണയിക്കേണ്ടതാണ്. C{]ImcwDbÀ¶ i¼f ksIbnenÂ ASnkYm\ i¼fw \nÀ®bn¡s¸« Poh\¡mc\p AbmÄ Xmg¶ i¼f ksIbnenÂ XpSÀ¶p h¶ncp¶psh¦nÂ GXp XobXn¡mtWm hmÀjnI C³{Imsaâ e`n¡pambncp¶X B XobXn¡p Xs¶ DbÀ¶ i¼f ksIbnenÂ വാർഷിക ഇൻക്രിമെന്റ് നൽകേണ്ടതാണ്.

2. ¢mÊamäw h¶ Ahkc¯nÂ Poh\¡mc³ Xmg¶ i¼f ksIbnen hm§n h¶ncp¶ ASnkYm\ i¼fwDbÀ¶ i¼f ksIbnenepw Hcp ktäP Xs¶ bmsW¦nÂ AbmÄ¡p ASp¯ ktäPnÂ i¼fw നിർണ്ണയിക്കേണ്ടതാണ്. എന്നാൽ ഇപ്രകാരം ശമ്പളം നിർണ്ണയിക്കപ്പെടുന്ന Poh\¡mc\p B XobXn apXÂ Hcp hÀjw Ign ª pam{Xta hmÀjnI ഇൻക്രിമെന്റ് നൽകേണ്ടതുള്ളൂ.

taÂ]dª \nÀt±i§Ä FÃm k I IcW kYm]\§fptSbpw ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതും നിർദ്ദേശങ്ങൾ എല്ലാ സഹകരണ സ്ഥാപനങ്ങളും കൃത്യമായി നാലിക്കുന്നു എന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

]n.{]`mIc³
k I IcW kwLw cPnk{SmÀ

No.EM (1) 61405/8

Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 2-2-1991

CIRCULAR No. 2/91

Sub: **Fixation of pay of employees of Co-operative Institutions Promoted from a post carrying a lower scale of pay to a post carrying a higher scale of pay Guidelines prescribed.**

Ref: **1. This office Circular No. 46/84 dated 28-11-1984**

2. Government letter No. 4152/C-3 87/Co-op dated 23-10-1990

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As per the Circular cited 1st, guidelines for fixation of pay of employees of Co-operative institutions, when they are promoted to higher time scale of pay, were issued.

The employees of several co-operative institutions have represented that the benefit of refixation, as in the case of State Government Employees may be extended to them also when promoted from a post carrying a lower scale of pay to a post carrying a higher scale of pay. Based on the representations proposals have been submitted to Government and the Government have approved the consolidated rules for fixation of pay of employees of co-operative institutions coming under the control of Registrar of Co-operative Societies, when they are promoted, incorporating also the provision for refixation. The rules so approved for guidance.

Rules for fixation of pay of Employees of Co-operative Societies when promoted from a post carrying a lower scale of pay to a post carrying a higher scale of pay.

RULE 1 (a): When an employee of a Co-op. Society, holding a post in a substantive, temporary or officiating capacity is promoted in substantive temporary or officiating capacity to another post carrying a higher time scale of pay, his initial pay in the higher time scale of pay shall be fixed at the stage next above the pay notionally arrived at in the lower time scale of pay by increasing the actual pay drawn by him in the lower time scale by one increment.

RULE 1 (b): A refixation of pay in the higher time scale of pay will be allowed as in Rule 1 (a) Wherever there is a change of pay in the lower time scale.

Provided that the principles of pay fixation as laid down in Rule 1 (a) and 1 (b) above will not be applicable to promotion from posts carrying a scale of pay the minimum of which together with the Dearness Allowance admissible for that minimum as on 1-5-83 exceed Rs. 2100/- with effect from 1-7-83.

Provided further that the above principle will not be applicable to promotion from posts carrying a scale of pay the minimum of which together with Dearness Allowances admissible at 608 points for that minimum exceeds Rs. 2100/- with effect from 1-7-1988.

RULE 2(a): When an employee of a Co-operative Society holding a permanent or officiating post, promoted to officiate on a higher time scale of pay, he

will draw as initial pay the stage above his pay in the lower time scale irrespective of whether the pay in the lower time scale is a stage in the higher time scale or not.

RULE 2 (b): A refixation of pay in the higher time scale of pay will be allowed as in Rule 2 (a) above, whenever there is a change of pay in the lower time scale of pay.

RULE 3: When an employee holding a substantive appointment is promoted substantively to a post on a higher time scale of pay, he will draw as initial pay the stage of the time scale next above his substantive pay in respect of the old post. No Refixation is admissible in this case.

RULE 4: In the case of an officer drawing the maximum in the lower time scale of pay at the time of promotion one national increment equal to the last increment in the lower scale can be notionally added for the purpose of fixation under Rule 1 (a) above. The maximum in the lower scale mentioned in this Rule is inclusive of the stagnation increment, if any, attached to the scale specifically sanctioned by competent authority.

RULE 5: The above rules 1 (a), 2(a) (3) and (4) are applicable for the purpose of fixation of pay of employees who are given time bound (non-cadre) promotion. But they will not be eligible for refixation of pay as per rule 1 (b) or 2 (b).

The above rules will come into effect from 1-7-83.

GOVERNMENT OF KERALA

COOPERATION (B) DEPARTMENT

NOTIFICATION

G.O. (MS) No. 58/92/Co-op: Thiruvananthapuram, 3rd July 1992.

S.R.O. No. 903/93. In exercise of the powers conferred by section 109 of the Kerala Co-operative Societies Act, 1969 (21 of 1969) read with sub-section (3) of section 80 thereof, and in consultation with the State Co-operative Union, the Government of Kerala thereby make the following rules further to amend the Kerala Co-operative Societies Rules, 1969, the same having been previously published under notification No.15393/B1/Co-op dated the 14th February 1992 in part/of Kerala the Gazette No.11 dated the 17th March, 1992, as required by sub-section (1) of section 109, namely:-

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RULES

1. **Short title and commencement:-** (1) These rules may be called the Kerala Co-operative Societies (Amendment) Rules, 1992.

(2) They shall come into force at once.

2. **Amendment of the Rules:-** In Appendix III to the Kerala Co-operative Rules, 1969, for the entries in columns (3) to (6) relating to the type of societies specified in column (2) against serial No.2 in column (1), the following entries shall, respective be substituted, namely:-

		Classification according to financial position	Designation	Staff - pattern No.of posts	Staff - pattern Scale of pay
(1)	(2)	(3)	(4)	(5)	(6)
	CLASS I SPECIAL GRADE				
1.	Working Capital	Rs.5 Crores & above	Secretary	1	Will be fixed by Govt.from time to time
2.	Deposits	Rs.4Crores & above	Asst. Secy./ Manager	1	”
3.	Loan outstanding	Rs.4 Crores & above			
4.	Audit Classification for the previous 3 Year.	Not less than B	Chief Acct/ Chief cashier	1	”
5.	Should have worked on profit for two years within the immediately preceeding five year.		Head clerk/ Accountant	4	”
6.	Should have declared dividend on shares at least in any year during the five preceeding years.		Internal Auditor	1	”
			Senior Clerk Cashier/Junior Clerk/Cashier	14	”

7	Over due under loans for the last 3 years.	Should not exceed 20% of the demand	Typist Attenders Peons Night Watchman	2 2 3 1	”

NOTES: 1. For every additional working capital of Rs. 1 Crore one additional Clerk subject to a maximum of 5 additional Clerks will be admissible.

2. For every additional 3 Clerks one additional Head Clerk will be admissible

CLASS I

1.	Working Capital	Rs. 4 Crores & above but below Rs. 5 Crores	Secretary	1	”
2.	Deposits	Rs. 3 Crores & above	Asst. Secy/ Manager	1	”
3.	Loans outstanding	Rs. 3 Crores & above			
4.	Audit Classification for the previous three years	Not less than B	Chief Acct/ Chief Cashier	1	”
5.	Should have worked on profit for two years within the immediately preceeding five years		Head Clerk/ Accountant	3	”
6.	Should have declared dividend on shares at least in any one years during the five preceeding years.		Internal Auditor	1	”
7.	Overdue under loans for the last. three pears	Should not exceed 20% of the demand	Senior-Clerk/Jr. Clerk/Cashier	10	”
			Typist	1	”
			Attenders	2	”
			Peons	3	”
			Night Watchman	1	”

NOTE: 1. One additional Clerk if working capital exceeds Rs. 4.5 Crores.

CLASS: II

1.	Working Capital	Rs. 2.5 Crores & above but below Rs. 4 Crores.	Secretary	1	”
2.	Deposits	Rs. 2 Crores & above	Asst. Secy/ Manager	1	”
3.	Loans outstanding	Rs. 2 Crores & above	Chief Acct./ Head Clerk/ Accountant	1	”
4.	Audit classification for the previous year	Not Less than B	Internal Auditor	1	”
5.	Should have worked on profit at least for one year during immediate three Preceeding years		Senior Clerk/ Cashier, Junior Clerk/ Cashier	6	”
			Typist	1	”
6.	Overdues under loans.	Should not exceed 25% of the demand	Attender	1	”
			Peons	2	”
			Night Watchman	1	”

NOTES: 1. One additional Head Clerk if working Capital Exceeds Rs. 3 Crores.

2. Second additional Clerk, if working capital exceeds Rs. 3.5 Crores.

CLASS: III

1.	Working Capital	Rs. 1.50 Crores & above but below Rs. 2 Crores	Secretary	1	”
2.	Deposits	Rs.1Crore&above	Asst. Secy.	1	”
3.	Loans outstanding	Rs.1Crore&above	Internal-Auditor	1	”
4.	Audit classification for Previous year.	Not less than “C”	Senior Clerk/ Cashier, Junior Clerk/Cashier	5	”
5.	Overdue under loan	Should not exceed 25% of the demand	Attender	1	”
			Peon	2	”
			Night Watchman	1	”

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CLASS: IV

1.	Working Capital	Rs. 75 lakhs & above but below Rs. 1.5 Crores	Secretary	1	”
2.	Deposits	Rs.30 lakhs and above	Accountant	1	”
3.	Loans outstanding	Rs. 50 lakhs and above	Sr. Clerk/Cashier Jr. Clerk/Cashier	3	”
4.	Audit classification for the previous year	Not less than “C”	Attender Peon	1 1	” ”
5.	Overdues under loans	Should not exceed 30% of the demand			

NOTES: 1. One additional Clerk if working capital exceeds Rs. 1.4 Crores.

2. One additional Peon if working capital exceeds Rs. 1.4 crores.

CLASS: V

1.	Working Capital	Rs.25 lakhs &above but below Rs. 75 lakhs	Secretary	1	”
2.	Deposits	Rs. 10 lakhs and above			
3.	Loans outstanding	Rs. 20 lakhs and above	Clerk/Cashier	2	”
4.	Latest Audit Classification	Note less than ‘C’	Peon	1	”
5.	Overdue under loans	should not exceed 40% of the demand			

NOTE: (1) One additional Clerk if working capital exceeds Rs. 60 lakhs.

CLASS: VI

	All other credit Societies	Secretary	1	”
		Clerk	1	”

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NOTE: Requirement for addl. Staff, if any, will be sanctioned by the Registrar of Co-op Societies concerned.

NOTE: 1. Societies having branches can appoint one Branch Manager and one Peon for each branch.

2. The Proportion between Junior Clerk/Senior Clerk and Junior Cashier/Senior Cashier shall be 1:1

3. Societies having other non credit activities such as distribution of consumer articles etc. may appoint additional staff required for the purpose according to necessity, with prior sanction of Registrar.

4. Farmers Service Co-operative Banks may appoint technical staff such as Agricultural demonstrators etc. with the prior sanction of Registrar.

5. This revised classification will not adversely affect the existing classification of Societies and the staff strength for two years. The period of two years may be extended for one more year, if necessary, by the Registrar of Co-op. Societies for sufficient reasons to be recorded. If any Society does not reach this revised norms even after the above period, the classification of such Societies will be reduced and refixed accordingly.

By Order of the Governor
K. J. Mathew
Secretary to Government

\ ¼À C. F w.(2) 30908/93 — k l l cW k w L w cPn k {Smdm ^ o k Xncph \ ´] pcw, 4þ11þ93

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hn j bw: **k l l cW k Ym] \ § fn Â ¢mസ്സ്മാറ്റം മൂലമുണ്ടാകുന്ന അധിക X k Xn l l Ä k r j Sn ¡ p ¶ Xpw \n ba \w \S ¯ p ¶ Xpw k w_ Ô n ¨ .**

k qN \: **{ i oa ³] cta i zc ³ l À ¯ m _ l p: ss l t ¡ mSXn bn Â ^ b Â sN b X 895/92 \ ¼À H.] n. bn se hn [n (1992 (2) s I. F Â. än.77)**

t l c f k l l cW k w L w N«w 182 A \ p k cn ¨ k l l cW k Ym] \ § fn se k l l cW k w L w N« § fn se A \ p_ Ô w 3Â] d b p ¶ പ്രകാരം തരം തിരിച്ചിട്ടുണ്ട്. അനുബന്ധം 3ൽ നിശ്ചയിച്ചിട്ടുള്ള യോഗ്യതകൾ t\ Sp ¶ apd ¡ k w L § Ä ¡ k zb tah Xs ¶ ¢m Ê amäw Xocpam\n ¡ msa ¶ pw

k l lcW kÀ¡peÀ kaml mcw

B bXn\p cPnk{SmdpsS {]tXyl A\phmZw B hiyansÃ¶pw _ lp: ഹൈക്കോടതിയുടെ 985/99 നമ്പർ ഒ.പി.യിൽ വിധിച്ചിട്ടുണ്ട്. എന്നാൽ ഇപ്രകാരം amäw \S¯pt¼mÄ DbÀ¶ ¢mÊnte¡ A\phZ\obmb A[nI XkXnIIÄ krjSn¨ \nehnepff Poh\¡mcpsS F®w hÀ²n¸n¡p¶Xn\ cPnk{SmdpsS മുൻ അനുവാദം വേണമെന്ന് പ്രസ്തുത വിധിയിൽ പ്രത്യേകം എടുത്തു പറഞ്ഞിട്ടുണ്ട്. Cu kmlNcy¯nÂ Xmsg]dbp¶ \nÀt±i§Ä taÂ \S]SnIÄ¡mbn]pds¸Sphn¡p¶p.

1. k l lcW N«§fnse A\p_Ôw 3 {]lmcw \nj¡Àjn¨n«pff am\ZÞ§Ä A\pkcn¨ tbmKyX t\Snbn«pff kwL§Ä ¢mÊ amäw \S¯pt¼mÄ A{]lmcapff ¢mÊ amäw A\nhmcyamtWm F¶pw ¢mÊ amäw aqew kwL¯nsâ {]hÀ¯\wsa¨s¸Sptam F¶pw kwLw`cW kanXnbnÂ hniZambn]cnt im[n¨ Dd¸p hcp¯nbXn\p ti jw am{Xta ¢mÊ amä¯n\ Xocpam\n¡mhq. \nÀ±nj S am\ZÞ§Ä]qÀ®ambpw]qÀ¯olcn¡msX ¢mÊ amä¯n\ Xocpam\n¡p¶]£w A¯cw Xocpam\§Ä tIcf k l lcW സംഘം റൂൾ 176 അനുസരിച്ച് റദ്ദു ചെയ്യുന്നതിന് നടപടി സ്വീകരിക്കേണ്ടതായി വരും F¶ {]tXylw HmÀ½s¸Sp¯p¶p.

2. ക്ലാസ്സ് മാറ്റം ഉണ്ടാകുമ്പോൾ അനുവദനീയമായ കൂടുതൽ തസ്തികകൾ സൃഷ്ടിക്കേണ്ടത് അത്യാവശ്യമാണോ എന്ന് സംഘം ഭരണ സമിതി പരിശോധിക്കേണ്ടതും ആവശ്യമാണെങ്കിൽ ആയതു മൂലമുണ്ടാകുന്ന അധിക ചെലവുകൾ സംഘത്തിന് വഹിക്കുവാൻ കഴിവുണ്ടോ എന്നും പരിശോധിച്ച് ഉറപ്പു വരുത്തേണ്ടതും അതിനുശേഷം മാത്രം രജിസ്ട്രാറുടെ/ജോയിന്റ് രജിസ്ട്രാറുടെ ap³ Iq«nbpff A\phmZ¯n\ hnt[bambn IqSpXÂ XkXnIIÄ krjSn¡m³ Xocpam\n¡mhp¶XpamW.

3. C{]lmcw ¢mÊ amäw aqew kwL¯n\ IqSpXÂ XkXnIIÄ അനിവാര്യമാണ് എന്നും അതു മൂലമുണ്ടാകുന്ന അധിക ചിലവ് സംഘത്തിന് hln¡p¶Xn\ km[yamsW¶pw t_m[ys¸«Xn\p ti jw cPnk{SmdpsS/ tPmbnâ cPnk{SmdpsS ap³ Iq«nbpff A\phmZ¯n\p lmcylmcW§Ä സഹിതം അപേക്ഷിക്കേണ്ടതും അതു പ്രകാരം അനുമതി ലഭിച്ച ശേഷം മാത്രമേ A[nI XkXnIIfnte¡ \nba\w \S¯p¶Xn\ \S]Sn kzolcn¡m³]mSpffq.

4. \jS¯nÂ {]hÀ¯n¡p¶ kwL§Ä¡ bmsXmcp lmcWh imepw ¢mÊ Ibäw aqew A[nI XkXnIIÄ krjSn¡p¶Xn\pw Ahbnte¡ \nba\§Ä \S¯p¶Xn\pw A\phmZw \ÂIp¶XÃ. \nt£]§sf _m[n¡p¶ hn[w \jSw kw`hn¨n«pffXmbpw hcpam\¯n\ A\p]mXaÃm¯ tXmXnÂ `cW sNehpIÄ വർദ്ധിച്ചിട്ടുള്ളതായും ചില സംഘങ്ങളുടെ പരിശോധനയിൽ കണ്ടതു മൂലമാണ് മേൽ നിർദ്ദേശങ്ങൾ നൽകേണ്ട സാഹചര്യം ഉണ്ടായിട്ടുള്ളത്.

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taÂ \nÀt±i §Ä PnÃbnse FÃm k l IcW kwL §fptSbpw{i ² bnÂ പെടുത്തേണ്ടതും ആയത് കർശനമയും പാലിക്കുന്നുണ്ടോ എന്ന് ജോയിന്റ് രജിസ്ട്രാർമാർ ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

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GOVERNMENT OF KERALA

Abstract

Co-operation-Revision of norms for classification and pattern of Staff of Primary Co-operative Credit Societies-Fixing of pay scales for the newly created posts-Amendment to the pay Revision Order dated 9-6-92 - Orders issued.

CO-OPERATION (C) DEPARTMENT

G.O.(P) 4/94/Co-op. Thiruvananthapuram, 7-1-1994.

Read:**1. G.O.(P) 56/92/Co-op dated 9-6-92.**

2. G.O. (MS)58/92/Coop dated 3-7-92

3. Letter No.EM (2) 10569/93 dated 29-4-93 of the Registrar of Co-operative Societies.

ORDER

As per the Government Order read as second paper above, the classification norms and staff pattern of Primary Agricultural Credit Societies as prescribed in appendix III to Rule 182 of the Kerala Co-operative Service Rules have been revised. As per the revised staff pattern new posts stand allowed to various classes of societies as follows:-

Class I (Spl. Grade) Class I Class II	Internal Auditor
Class III	Internal Auditor, Assistant Secretary and Peon
Class IV	Peon
Class V	Peon

2. The Registrar of Co-operative Societies has now requested Government to modify the Pay Revision Order issued in the G.O. read as first paper above in order to fix the status and scale of pay in these newly created posts as proposed below:

i) The status of the post of Internal Auditor be above that of Accountant and equal to that of Branch Manager. The scale of pay of Branch Manager in each class of societies be allowed to the Internal Auditor of the respective Class.

ii). The post of Assistant Secretary in Class III Primary Agricultural Credit Societies will be fitted below the post of Secretary and above that of Branch Manager and allowed in intermediary scale of pay viz. Rs.1310-35/4-1450-40/5-1650-45/5-1875-50/5- 2125-60/1-2185.

iii) The post of peon newly introduced for class III, IV and V Societies will carry the scale of pay of Rs. 825-1275.

iv) The scale of pay of the existing posts of Attender in class III and IV Societies may be revised to Rs. 855-1310 in order to distinguish the post as one above that of peon.

3. Government are pleased to accept the above proposal of the Registrar of Co-operative Societies and the order accordingly. The Pay Revision Orders issued in the G.O. read as 1st paper above will stand modified to the above extent.

By Order of the Governor
S. Santhakumary
Addl. Secretary to Government

GOVERNMENT OF KERALA

Co-operation (B) Department

NOTIFICATION

G.O.(P) No. 89/98/Co-op. Thiruvananthapuram, 3rd April, 1998

S.R.O.No. 355/98- In exercise of the powers conferred by section 109 of the Kerala Co-operative Societies Act, 1969 (21 of 1969) read with subsection (1) of section 80 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Co-operative Societies Rules, 1969, the same having been previously published under Notification No. 5551/B1/95/Co-op dated the 11th September, 1997 in the Kerala Gazette Extra ordinary No. 1347 dated the 30th September, 1997, as required by sub-section (1) of section 109 of the said Act, namely:-

RULES

1. Short title and commencement - (1) These Rules may be called the Kerala Co-operative Societies (Amendment) Rules, 1998.

2. They shall come into force at once

2. Amendment of the Rules-In Appendix III to the Kerala Co-operative Societies Rules, 1969, under serial No.2 “Credit Societies, Agricultural Credit Societiees, Composite Credit Societies, Non-Agricultral Credit Societies”.

(i) for the entries in columns (1), (2) and (3) the following entries shall respectively, be substituted, namely:-

1	2	3
	Class I	
	Special Grade	
1.	Working Capital	Rs. 10 Crores and above
2.	Deposits	Rs. 5 Crores and above
3.	Loan Outstanding	Rs. 6 Crores and above
4.	Audit classification for the previous 3 years	Not less than B
5.	Should have worked on profit for two years within the immediately preceding five years	
6.	Should have declared dividend on shares at least in any one year during the preceding five years	
7.	Overdue under loans for the last three years	Should not exceed 25% of the demand
	Class I	
1.	Working Capital	Rs.5Crores and above but below Rs.10 Crores
2.	Deposits	Rs. 3 Crores and above
3.	Loan outstanding	Rs. 3 Crores and above
4.	Audit classification for the previous 3 years	Not less than B
5.	Should have worked on profit for two years within the immediately preceding five years	

6.	Should have declared dividend on shares at least in any one year during the preceding five years	
7.	Overdue under loans for the last three years	Should not exceed 25% of the demand
	Class II	
1.	Working Capital	Rs. 2.5 Crores and above but below Rs.5 Crores
2.	Deposits	Rs. 2 Crores and above
3.	Loan outstanding	Rs. 2 Crores and above
4.	Audit classification for the previous year	Not less than B
5.	Should have worked on profit at least for one year during immediate three preceding years	
6.	Overdues under loans	Should not exceed 25% of the demand
	Class III	
1.	Working Capital	Rs. 1.5 Crores and above but below Rs.2.5 Crores
2.	Deposits	Rs. 1 Crore and above
3.	Loan outstanding	Rs. 1 Crore and above
4.	Audit classification for the previous year	Not less than C
5.	Overdue under loans	Should not exceed 25% of the demand
	Class IV	
1.	Working Capital	Rs. 75 Lakhs and above but below Rs.1.5 Crores
2.	Deposits	Rs. 30 Lakhs and above
3.	Loan outstanding	Rs. 50 Lakhs and above
4.	Audit classification for the previous year	Not less than C
5.	Overdue under loans	Should not exceed 30% of the demand

Class V

1.	Working Capital	Rs. 25 Lakhs and above but below Rs. 75 Lakhs
2.	Deposits	Rs. 10 Lakhs and above
3.	Loan outstanding	Rs. 20 Lakhs and above
4.	Latest audit classification	Not less than C
5.	Overdue under loans	Should not exceed 40% of the demand

Class VI

All Other Credit Societies

(ii) After the existing notes the following Note shall be added at the end, namely :-

"**Note :-1** **(a)** In order to be classified as 'Class I Special Grade' and 'Class I' the Societies / Banks should satisfy the conditions 1, 3 and 7 and any two of the remaining four conditions.

(b) In order to be classified as 'Class II' the Societies / Banks should satisfy the conditions 1, 3 and 6 and any one of the remaining three conditions.

(c) In order to be classified as 'Class III, IV and V' the Societies / Banks should satisfy the conditions 1, 3 and 5 and any one of the remaining two conditions.

Note :- 2 The revised classification will not adversely affect the existing classification of the Societies for six months"

By Order of the Governor
N. M. Omana
Joint Secretary to Government

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GOVERNMENT OF KERALA

Co-operation (B) Department

NOTIFICATION

G.O.(P) No.111/2000/Co-op. Thiruvananthapuram, 19th July, 2000

S.R.O.No. 864/2000 - In exercise of the powers conferred by section 109 of the Kerala Co-operative Societies Act, 1969 (21 of 1969), read with sub-section (1) of section 80 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Co-operative Societies Rules, 1969, the same having been previously published under notification No. 12535/ B1/99/Co-op. Dated 14th December 1999 in the Kerala Gazette Extraordinary No.2348 dated the 18th December 1999 as required by subsection (1) of section 109 of the said Act, namely:-

RULES

1. Short title and commencement –These rules may be called the Kerala Co-operative Societies (Amendment) Rules, 2000.

(2). They shall come into force at once.

II. Amendment to the Rule-In Appendix III of the Kerala Co-operative Societies Rules, 1969, Sl. No. 8 shall be renumbered as Sl No. 9 and before item No.9, so renumbered, the following Sl. No. and entries shall be inserted, namely:-

“8. Hospital Co-operative Societies-

Staff Pattern

Sl. No	Classification of the Society according to type	Classification according to financial position	Staff Pattern	No. of Post	Scale of Pay
(1)	(2)	(3)	(4)	(5)	(6)
(a)	Special Grade	1. Having super speciality treatment facility in any one of the medical wing	Secretary / General Manager	1	As fixed by Government from time to time
		2. Having 200 beds and above	Administrative Officer	1	„
		3. Having the No. of new registration of patients exceeds 1,25,000 in an year	Asst. Secretary /Asst. Manager	1	”
			Chief Accountant	1	„
		4. Having annual income from the working of the Hospital exceeds 125 lakhs rupees	Accountant / Senior Clerk / Senior Cashier /Computer Operator	3	„
			Junior Clerk / Junior Cashier / Typist /Telephone Operator / Receptionist	10	„
		5. Having units of general medicine, general surgery, operation theatre, intensive care unit, labour room	Peon	2	„
			Night Watch Man / Security Shift - 1	2	„
			Shift - 2	1	„

		6. Having Ultra Sound Scanning, C. T. Scan, X-ray, E. C. G. facilities, medical store and casualty			
			Hospital Staff		
			1. Chief Medical Officer / Physicians / Surgeons / Specialists / Resident Medical Officer / Senior Doctors	Grade 1 15 Grade 2 Grade 3	”
			2. Junior Doctors	4	”
			3. Nursing Superintendent Grade 1 or Grade 2	1	”
			4. Head Nurse / Staff Nurse / Senior Nurse	8	”
			5. A. N. M. / Junior Nurses	20	”
			6. Nursing Assistants	20	”
			7. Cleaners / Lascars / Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10	
(b)	Class I	1. Having 100 beds and above	Secretary / General Manager	1	As fixed by Government from time to time

2. Having the No. of new registration of patients exceeds 75,000 in an year			
3. Having annual income from the working of the Hospital exceeds Rs.75 lakhs	Asst. Secretary /Asst. Manager	1	”
	Chief Accountant	1	”
4. Having units of general medicine, general surgery, operation theatre, intensive care unit, labour room Ultra Sound Scanning, X-ray, and E.C.G. facilities, medical store, casualty	Accountant / Senior Clerk / Senior Cashier /Computer Operator	2	”
	Junior Clerk / Junior Cashier / Typist /Telephone Operator / Receptionist	4	”
	Peons	2	”
	Night Watch Man / Security		
	Shift - 1	2	”
	Shift - 2	1	”
	Hospital Staff		
	1. Chief Medical Officer / Physicians / Surgeons / Specialists / Resident Medical Officer / Senior Doctors — Grade 1, Grade 2, Grade 3	10	”
	2. Junior Doctors	3	”
	3. Nursing Superintendent Grade 1 or Grade 2	1	”

			4. Head Nurse / Staff Nurse / Senior Nurse	4	”
			5. A. N. M. / Junior Nurse	10	”
			6. Nursing Assistants	10	”
			7. Cleaners / Lascars / Stretcher Bearers and Ward Boys	One for every 20 beds and fractions thereof if it exceeds 10	”
(c)	Class II	1. Having 50 beds and above	Secretary/General Manager	1	As fixed by Government from time to time
		2. Having the No. of new registration of patients exceeds 40,000 in an year	Chief Accountant/Accountant	1	”
			Senior Clerk/Senior Cashier/ Computer Operator	1	”
		3. Having annual income from the working of the Hospital exceeds Rs.40 lakhs			
		4. Having units of general medicine, general surgery, operation theatre, intensive care unit, labour room, X-ray and E.C.G. facilities, medical store, casualty	Junior Clerk/Junior Cashier/ Typist/Telephone Operator/ Receptionist	3	”
			Peon	1	”

			Night Watchman/Security	Shift-1	1	”
				Shift-2	1	”
			Hospital Staff			
			1. Chief Medical Officer / Physicians / Surgeons / Specialists / Resident Medical Officer / Senior Doctors	Grade 1 Grade 2 Grade 3	5	”
			2. Junior Doctors		2	”
			3. Nursing Superintendent Grade 1 or Grade 2		1	”
			4. Head Nurse / Staff Nurse / Senior Nurse		2	”
			5. A. N. M. / Junior Nurse		5	”
			6. Nursing Assistants		5	”
			7. Cleaners / Lascars / Stretcher Bearers and Ward Boys		One for every 20 beds and fractions thereof if it exceeds 10	”
(d)	Class III	1. Having 25 beds and above	Secretary/General Manager		1	As fixed by Government from time to time
		2. Having the number of new registration of patients exceeds 20,000 in a year	Accountant/Senior Clerk/Senior Cashier/Computer Operator		1	

3. Having Annual income from the working of the Hospital exceeds Rs. 20 lakhs.			
4. Having the units if General Medicine, General Surgery, Operation Theatre, Intensive Care Unit, Labour room, X-ray and E.C.G. facilities.	Junior/Clerk/Junior Cashier/ Typist/Telephone Operator/ Receptionist	2	”
	Peon	1	„
	Night Watchman/Security Shift-1	1	„
	Shift-2	1	„
	Hospital Staff		
	1. Chief Medical Officer/Physicians, Surgeons, Specialists, Resident Medical Officer, Senior Doctors — Grade 1, Grade 2, Grade 3	3	As fixed by Government from time to time
	2. Junior Doctors	2	”
	3. Head Nurse/Staff Nurse/Senior Nurse	1	”
	4. A.N.M./Junior Nurse	3	”
	5. Nursing Assistant	3	„
	6. Lascars, Cleaners, Stretcher bearers, Ward boys	One for every 20 beds and fractions thereof if it exceeds 10	„

(e)	Class IV	1. Having 10 beds and above	Secretary/General Manager		1	As fixed by Government from time to time
		2. Having the number of new registration of patients exceeds 8000 in a year	Junior Clerk/Junior Cashier/ Typist/Telephone Operator/ Receptionist		2	”
		3. Having annual income from the working of the Hospital exceeds Rs. 8 lakhs	Peon		2	”
			Night Watchman Security	Shift-1	1	”
				Shift-2	1	”
			Hospital Staff			
			1. Chief Medical Officer, Physicians Surgeons, Specialists, Resident Medical Officer, Senior Doctors	Grade-1 Grade-2 Grade-3	1	
			2. Junior Doctor		1	”
			3. Head Nurse/Staff Nurse/Senior Nurse		1	”
			4. A.N.M. /Junior Nurse		1	”
			5. Nursing Assistant		1	”
			6. Cleaners, Lascars, Stretcher bearers and Ward Boys		1	”
(f)	Class V	All other Hospital Co-operative Societies	Secretary/General Manager		1	As fixed by Government from time to time
			Junior Clerk/Junior Cashier/Typist Telephone Operator/Receptionist		1	

	Peon		1	”
	Night Watchman/Security	Shift-1	1	”
		Shift-2	1	”
	Hospital Staff			
	1. Medical Officer/ Senior Doctors	Grade-1 Grade-2 Grade-3	1	”
	2. Junior Doctors		1	”
	3. A.N.M. /Junior Nurse		1	”
	4. Nursing Assistant		1	”
	5. Cleaners, Lascars, Stretcher bearers and Ward Boys		1	”
	General			
Medical Laboratory Wing	1. A unit which examines 50 samples on an average daily is permitted to create the following posts:			
	Laboratory Technician		2	As fixed by Government from time to time
	Laboratory Assistant		1	
	2. One additional post of Laboratory Technician shall be created for each 25 samples in excess of 50 and one post of Laboratory Assistant for each 50 samples in excess of 50 samples			”

	3. One post of Chief Laboratory Technician is admissible if the total number of Laboratory Technicians are not less than six		As fixed by Government from time to time
Pharmacy Medical Store Wing	1. A unit which is having dealings with 100 persons on an average per day is permitted to create the following posts :		
	Pharmacist	1	”
	Pharmacist Assistant	1	”
	2. Units having dealing with more than 100 persons can have one additional post each of Pharmacist and Pharmacy Assistant for every 100 additional persons or fractions thereof if it exceeds 50 persons		”
	3. If the total No. of posts of Pharmacist and Pharmacy Assistant are not less than 6, there shall be a store and a Store Keeper		”
	4. If there are more than one Pharmacy/ Medical Store and there is a Store Keeper in any one of them one post of store Superintendent is admissible		”

X-ray Wing	For an X-ray unit the following posts are permissible :		As fixed by Government from time to time
	X-ray Technician	1	
	X-ray Assistant	1	”
Radiology Wing	The following posts are permissible for a Radiology Unit		
	Radiographer	1	”
	Note:- Prior permission of the Joint Registrar of Co-operative Societies is required for creating the post of Radiographer.		
E.C.G. Unit	The following posts are permissible for E.C.G. Units :		
	E.C.G Technician	1	”
	Note:- An average of 30 cases shall be handled in one unit daily For each additional cases of 30 or part thereof (if it exceeds 15) an additional post of E.C.G. Technician is permissible		
Blood Bank Unit	The following posts are permissible in each Unit :		
	Doctor	1	”
	Blood Bank Technician	1	”
	Blood Bank Technical Assistant	1	”

Theatre Wing	Only one post of theatre Mechanic is permissible in a Hospital. Only Hospitals which come under the category of special grade and Class I are eligible to have the post.	As fixed by Government from time to time
Medical Record Wing	Only one post of Librarian is permissible in a hospital. Hospitals which come under the category of special grade and Class I alone are eligible to have the post.	”
Other	Hospitals which come under the category of special grade, Class I and Class II are eligible to have one post of Electrician and Plumber each.	”
	Those Hospitals which have Lift facilities shall have a lift Operator Those Hospitals which have Treatment Plant shall have a post of Treatment Plant Operator	”

Note : 1 The Board of Directors of the Hospital can appoint Doctors in any Grade considering the requirement of the Hospital.

2. One additional post of Doctor can be created for each additional 10 beds in excess of 150 beds.

3. Norms for fixing the grade of Doctors.
   Grade I - Post Graduate Degree in Medicine with minimum 10 years experience.
   Grade II - Post Graduate Degree or Diploma in Medicine with 5 years experience.
   Grade III - Graduate in Medicine with 10 years experience.
   (For those who have Post Graduate Diploma, 2 years experience is enough.)
   Junior Doctors - Graduate in Medicine with 2 years experience.

4. Only those who have completed at least 5 years service in Nursing Superintendent Grade II in the same Hospital is eligible to be appointed as Grade I.

5. The No. of posts of Head Nurse must be calculated on a ratio of 4 : 1 of the post of Staff Nurse / Senior Nurse. Those who have completed 10 years service as Staff Nurse or Senior Nurse in the Same Hospital alone is eligible for the post of Head Nurse.

6. For the appointment to the posts in the Nursing Wing the qualification prescribed by Government as for in Government Service is necessary.

By Order of the Governor
G. Rajasekharan
Secretary to Government

No. G3/23582/75. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 30th September 1975

CIRCULAR No. 78/75

Sub: **Subsistence allowance- Payment of - Employees of Co-operative Societies – Instructions regarding.**

According to Sub-rule (6) of rule 198 of the K. C. S. Rules, 1969 an employee under suspension shall be entitled for subsistence allowance at the rates admissible to the State government employees as prescribed under the Kerala Service Rules. When the above mentioned rule of the K.C.S. Rules was issued there was no enactment regulating the payment of subsistence allowance. On 2-2-1974 the payment of Subsistence Allowance Act, 1972 (Act 27 of 1973) came into force and hence all suspensions which were in force on 2-2-1974 and those made subsequent thereto in an establishment of a Cooperative Society have to be dealt with under the said Act.

2. The provisions of the payment of Subsistence Allowance Act, 1972 are applicable to all employees of a Co-operative Society except those who are employed in fact and substance mainly in managerial or administrative capacity.

3. The above position of law may be brought to notice of all Co-operatives coming under the administrative control of the Deputy Registrars.

T. N. Jayachandran
Registrar of Co-operative Societies

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PROCEEDINGS OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES, TRIVANDRUM, KERALA STATE

Abstract

Co-operative Department- Employees of Co-operative Societies – Maintenance of Service Register-Form-Prescribed.

No.G. (3) 44268/75.K.Dis. 30th September 1975

ORDER

According to Rule 197 of the Kerala Co-operative Societies Rule, 1969 every Society shall maintain a Service Register for every employee to indicate

his date of birth, qualification, date of appointment etc., as prescribed by the Registrar of Co-operative Societies. Accordingly the form of the Service Register is prescribed and appended to this order.

2. All the Co-operative Institutions are requested to maintain Service Registers in respect of all Employees in the prescribed form.

T. N. Jayachandran
Registrar of Co-operative Societies

\¼À Pn.(3) 16018/75

k l IcW kwLw cPn k{Smdm^o k
Xncph\´]pcw, 1976 tab 11

kÀ¡peÀ \¼À 28/76

hnjbw: **k l IcW kYm]\§fnse Poh\¡mÀ¡ saUn¡Â Aeh³ k \Â Ip¶Xp kw_Ôn¨.**

kqN\: **cPn k{SmdpsS 15þ1þ1975se 8/75 mw \¼À kÀ¡peÀ**

k l IcW kwLwPoh\¡mÀ¡ saUn¡Â Aeh³ k \Â Ip¶Xns\ kw_Ôn¨ Nne hyhkYIÄ apIfnÂ kqNn¸n¨ncn¡p¶ kÀ¡pednÂ നിശ്ചയിച്ചിട്ടുണ്ട്. അവ നടപ്പിലാക്കുന്നതിന് പല സഹകരണ സ്ഥാപനങ്ങളും sU]}«n cPn k{SmÀamcpw IqSpXÂ hniZoIcWw B hiys¸«n«pffXnsâ ASn kYm\¯nÂ taÂ]d ª hyhkYIÄ]p\:]cnt im[n¡pIbpw Nne t`ZKXnI tfmsS NphsS]dbp¶ hyhkYIÄ GÀs¸Sp¯pIbpw sN¿p¶p.

1. സഹകരണ സംഘം ജീവനക്കാർക്ക് കലണ്ടർ വർഷം കണക്കാക്കി മെഡിക്കൽ അലവൻസ് നൽകേണ്ടതാണ്.

2. Hmtcm hÀjt¯ bpw saUn¡Â Aeh³ kX³ hÀjw Ign ª ASp¯ വർഷം ആദ്യ ദിവസത്തിലോ തുടർന്നുള്ള ദിവസങ്ങളിലോ നൽകേണ്ടതാണ്.

3. Hcp hÀjw kÀhok nÃm¯ Poh\¡mÀ¡ B \p]mXnIambn saUn¡Â അലവൻസ് നൽകേണ്ടതാണ്.

4. B \p]mXnIambn saUn¡Â Aeh³ k IW¡m¡pt¼mÄ NnÃdbmbn വരുന്ന തുകയെ അടുത്ത പൂർണ്ണ രൂപയായി കണക്കാക്കേണ്ടതാണ്.

Sn. F³. PbN{µ³
k l IcW kwLw cPn k{SmÀ

aäp \nÀt±i §Ä

Proceedings of the Registrar of Co-operative Societies, Trivandrum

No. G3/52106/73/D.Dis. **Dt.15-1-1977**

Sub: **Co-operative Societies-Employees of Co-operative Societies-Securities to be furnished-Form and standard fixed-Revised Orders issued.**

Read: **Registrar's Proceedings No. G3/52106/73 dated 6-12-1975.**

ORDER

In the proceedings cited above the form and standard of securities to be furnished by the employees of Co-operative Societies were prescribed. A number of institutions have since requested the Registrar to issue clarifications for implementing the said orders. The matter has been examined again in detail. It has been decided, that security deposit need be insisted only from those employees who handle cash securities or stocks. Therefore, in supersession of the orders issued in the proceedings cited above the following orders are issued.

(1) Every employee of a Co-operative Society handling cash and securities of stocks shall furnish staff security deposit at the rate prescribed by the Registrar.

(2) The rate of security deposit to be furnished by the employees of Co-operative Societies coming under clause (1) above is as follows:-

(a)	Employees holding the posts (1) above of which the starting pay is above Rs.250/-	Cash security Rs.1000/- collateral security Rs. 1000/-
(b)	All other employees coming under (1) above	Cash security Rs. 500/- Collateral Rs. 500/-

(3) Additional cash security may be furnished instead of collateral security to the choice of the employee.

(4) The employees will be eligible for interest on security deposit as per the rate prescribed by each society but they shall not be eligible for any other benefit such as security allowance etc.

(5) Those employees who have already furnished security deposit and who will be liable to pay additional amount towards security by virtue of this order, have option to remit the additional amount in instalments prescribed by the institution concerned or in lumpsum.

(Sd/-)

Registrar of Co-operative Societies

k l lcW kÀ¡peÀ kaml mcw

No. G (3) 6200/77 Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 23rd May 1978

CIRCULAR No. 17/78

Sub: **Co-operative Societies – Employees of Co-operative Societies-Securities to be furnished-Form and Standard prescribed-Clarification issued.**

Ref: **1. Registrar's Proceedings No. G3-52106/73/D.Dis dated 15-1-1977.**

2. Government letter No. 58200/C3/77/AD. Dated 20-1-1978.

In the proceedings cited above the form and standard of securities to be furnished by the Employees of Co-operative Societies have been prescribed. A few Co-operative Institutions have requested the Registrar of Co-operative Societies to issue clarification on certain points. The matter has been examine in detail and the following clarifications are issued in consultation with Government.

1. Security need generally be given only by those employees as are specified in the proceedings cited above.
2. Cheques, demand draft, bills, promissory notes will also be treated as those requiring securities.
3. Peons etc. engaged in clearing house operations will also have to furnish security.
4. If the Board of Directors of any society is of the opinion that higher amounts are to be prescribed for any particular post the same can be prescribed with the prior sanction of the Registrar of Co-operative Societies. Similarly if the rates of security prescribed in Registrar's proceedings are higher than that of the rates of security prescribed by the Board of Directors of any society earlier than if the Board is of the view that the rates of security fixed by the Board is to be retained then the same can be permitted in exceptional cases with the prior sanction of the Registrar of Co-operative Societies. In the case of Primary Co-operative Societies the Deputy Registrar (General) of the district concerned is competent to exercise the powers of the Registrar of Co-operative Societies in this regard.
5. Security allowance which was being paid to the employees on the date of coming into force of the rules issued under rule 80 of the Kerala Co-operative Societies Act can be continued to be paid in lieu of interest on security deposit.

(Sd/-)
Registrar of Co-operative Societies

aäp \nÀt±i §Ä

\¼À C. Fw. 37438/80 k l IcW kwLw cPn k{Smdm^o k
Xncph \ ´]pcw, 20þ11þ1980

kÀ¡peÀ 76/80

hnjbw: **k l IcW kYm]\§fnse Poh\¡mÀ¡p t_mWÊ \Âlp¶Xp kw_Ôn¨**

cPnk{SmdpsS 23þ7þ1975mw XobXnbnse 60/75þmw \¼À kÀ¡pednÂ സഹകരണ സംഘങ്ങളിലെ ജീവനക്കാർക്കു ബോണസ്സ് നൽകേണ്ടതു ബോണസ്സ് B lä _m[lapff kwL§fnÂ A{]lmctam AÃm¯]£wss_tembnse hyhkY {]lmctam B bncn¡Wsa¶pw hylXam¡nbncp¶p. F¶mÂ t_mWÊ B lSnsâ]cn[nbnÂ hcm¯Xpw t_mWÊ \Âlp¶Xn\p ss_tembnÂ hyhkY sNbXn«nÃm¯Xpamb k l IcW kwL§fnse Poh\¡mÀ¡p t_mWÊ \Âlp¶Xns\ kw_Ôn¨p hylXamb \nÀt±iw നൽകണമെന്ന കാര്യം ശ്രദ്ധയിൽ പെടുകയുണ്ടായി.

2. t_mWÊ B lSnsâ]cn[nbnÂ hcm¯Xpw Poh\¡mÀ¡p t_mWÊ \Âlp¶n\p ss_tembnÂ hyhkY sNbXn«nÃm¯Xpamb k l IcW kwL§Ä¡p BUnäv {]lmcw em`apff ]£w ss\_tembnÂ hyhkY sN¿p¶Xp hsc Ipdª t\_mWÊ \nc¡nÂ AXmbX 81/3 iXam\¯nÂ A[nIcn¡m¯ kwJyem` hn`P\¯nÂ Poh\¡mÀ¡p F l k t{Kjybmbn \Âlmhp¶XmW.

Fw. F k. tPmk^
k l IcW kwLw cPn k{SmÀ

No.G/38206/80 (ii) Office of the Registrar of Co-operative Societies
Trivandrum, 2-12-1980

CIRCULAR No. 82/80

Sub: **Acceptance of Collateral securities from Employees of Co-operative Societies-Clarification.**

Ref: **Registrar's Proceedings G3 52106/73/D.Dis dated 15-1-1977.**

In the proceedings cited, orders were issued prescribing the from and standard of securities to be furnished by the employees of societies. It was also ordered that collateral security of Rs. 1000 should be obtained in addition to the cash security, from employees (who are handling cash and securities or stocks) holding the posts the starting pay of which is above Rs. 250. In other cases, in the category requiring securities, the collateral security was prescribed as Rs. 500 each.

2. It has come to the notice of this Office that the Co-operative Banks/ Societies are not taking adequate care and caution while accepting collateral securities from employees. Fixed deposit receipts in the name of third parties are seen accepted as collateral securities by certain societies. But, in these cases, the letters of the third parties did not indicate the right of the bank/society in relation to the deposit receipts. For this reason, such fixed deposit receipts had become not enforceable in law. The banks/societies have to take utmost care to see that the Collateral securities accepted by them are legally valid. Collateral security has to take the form of guarantee/deposit/promissory notes etc., as the case may be where by the third party is to be made answerable for the amount due from the employee concerned who is called upon to furnish the security. It is therefore clarified that for the purpose of staff security Collateral security is one of which the Bank/Society can easily enforce its charge in case of necessity and realise the loss that may be incurred. The societies, before accepting any collateral security has to ensure that all the legal formalities are complied with for easy recovery of the amount in case of necessity. The interest of the institutions should be well safeguarded while accepting such securities.

(Sd/-)
For Registrar of Co-operative Societies

No.CP (2) 34117/83/K.Dis. Office of the Registrar of Co-operative Societies
Trivandrum.

CIRCULAR No. 46/83

Sub: **Primary Agricultural Credit Societies-Sanction of extra monetary benefits-Objection raised.**

Ref: **Letter No.CSM (2) 7509/79 dated, 9-6-1981 addressed to the Presidents of the Central Banks.**

The requests received from various Primary Agricultural Credit Societies, to waive the objection raised in audit, against the sanction of extra monetary benefits like bonus, ex-gratia in excess of the permissible limit under the Bonus Act, etc. have been examined in all its aspects. As per the letter cited the objection against the payment of similar benefits to the employees of the Central Banks up to 28-3-1979 was waived as a special case. In the circumstances the instructions issued as per the letter cited is extended in the case of Primary Agricultural Credit Societies also.

2. The objection raised regard to the payment of bonus, allowance, salary, additional increments or other allowances made upto 28-3-1979, except those sanctioned in the manner of interim relief pending revision of pay or other monetary benefit to be accounted in pay revision or recovered will be waived as a special case. Interim relief if any sanctioned pending revision of pay or other monetary benefit sanctioned to be accounted in pay revision is to be adjusted in any revision and these instructions are not applicable to such payments and also to advance etc., to be recovered.

3. It is also made clear that additional/advance increments or other extra monetary benefits sanctioned after 28-3-1979 without specific sanction from competent authority should be recovered. All Primary Agricultural Credit Societies in the State should adhere to these instructions. Officers of the department should be watchful in this matter and see that the primary agricultural credit societies do not make any such irregular payments. Hereafter, and that the amount if any paid irregularly after 28-3-1979 are recovered.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.CP (2) 54029/83. Office of the Registrar of Co-operative Societies
Trivandrum, 30-1-1984

CIRCULAR No. 56/83 (A)

Sub: **Primary Societies-Sanction of extra monetary benefits- Amendments to the Circular-Regarding.**

Read: **This Office letter No. CP (2) 34117/83/K.Dis. dated 27-8-1983 (Circular No. 46/83).**

In the Circular cited instructions have been issued to the Joint Registrars to recover the additional/advance increments or other extra monetary benefits sanctioned to employees by the Primary Agricultural Credit Societies, after 28-3-1979, without specific sanction from competent authority. Now the Joint Registrar, Palghat has requested for clarification whether these instructions are applicable to Primary Societies other than the Primary Agricultural Credit societies.

2. Payment of bonus, ex-gratia allowance etc., without authorisation by any society will be irregular. Such item will have to be recovered. Therefore the Circular 46/83 dated 27-8-1983 may be taken as applicable to all Primary Societies.

K. M. Balakrishnan
Registrar of Co-operative Societies

k l IcW kÀ¡ peÀ kam Imcw

\¼À kn.Pn.(1) 59736/84 — k l IcW kwLw cPn k{Smdm^o k Xncph\´]pcw, 7þ10þ1985

kÀ¡ peÀ \¼À 35/85

hnjbw: **k l IcW _m¦nse Poh\¡mÀ i¼f]«nI bnÂ dh\} k äm¼]Xn¡msX thX\w]äp¶Xns\Xncmbn \nÀt±iw**

kqN\: **2þ9þ1985 mw XobXnbnse kn.26943/C.2/84/Sn.Un.\¼À kÀ¡mÀ I¯**

Cu B^oknÂ \n¶pw \S¯nb]cntim[\IfnÂ]e PnÃm k l IcW _m¦pIfntebpw AÀ_³ k l IcW _m¦pIfntebpw Poh\¡mÀ i¼fw, bm{X¸Sn, t_mWÊ XpS§n hnhn[C\w {]Xn^ew]äpt¼mÄ i¼f]«nI bnÂ (A Iznä³ k tdmÄ) \nba{] Imcapff dh\} സ്റ്റാമ്പ് പതിച്ച് ഒപ്പിടുന്നില്ല എന്ന ന്യൂനത കണ്ടു പിടിക്കുകയും ആയത് _m¦pIfpsS {i²bnÂ s]Sp¯nbt¸mÄ thX\ XpI IÄ Poh\¡mcpsS \nÀt±im\pkcWw AhcpsS സേവിങ്സ് ബാങ്ക് അക്കൗണ്ടിൽ നിക്ഷേപമായി hIbncp¯pIbmÂ C´y³ k äm¼ B Iä BÀ«n¡nÄ 53 (F¨) 1 mw ഷെഡ്യൂൾ പ്രകാരം സ്റ്റാമ്പ് നികുതിയിൽ നിന്നും വിമുക്തമാക്കപ്പെട്ടിട്ടുണ്ട് എന്ന hniZoIcWamW e`n¨X. {]kXpX hniZoIcWw Xr]XnIcaÃ. Poh\¡mcpsS i¼fhpw aäpw ssI¸äpt¼mÄ AhÀ CSp¶ H¸ k äm¼ B Iä sk£³ 23 (kn) {]Imcapff ckoX B bn]cnKWnís¸Spw. B IbmÂ BÀ«n¡nÄ 53 (F¨) H¶mw sjU}fnse Hgnhm¡Â C¡mcy¯nÂ _m[IamhpIbnÃ.

Cu kmINcy¯nÂ FÃm k l IcW _m¦ntebpw Poh\¡mÀ i¼fhpw t_mWÊpw XpS§nbpff aäp{]Xn^e§ fpw ssI¸äpt¼mÄ B bXp നിക്ഷേപ അക്കൗണ്ടിൽ ക്രെഡിറ്റ് ചെയ്താലും ശരി, രൊക്കം പണമായി kzoIcn¨mepw icn \nbam\pkrXambn dh\} käm¼ H«n¨p i¼f]«nIbnÂ ഒപ്പിടേണ്ടതു നിർബന്ധമാണെന്നു ഇതിനാൽ നിർദ്ദേശിക്കുന്നു.

ഈ നിർദ്ദേശം കൃത്യമായി പാലിക്കുന്നുണ്ടെന്ന് ബാങ്കു ഭരണാധികാരികളും ആഡിറ്റർമാരും ഉറപ്പു വരുത്തേണ്ടതാണ്.

sI. hn. IcnIrjW³ \mbÀ
k l IcW kwLw cPn k{SmÀ

aäp \nÀt±i §Ä

\¼À kn.]n.(4)33383/86 — k l IcWkwLw cPnk{Smdm^okv Xncph\´]pcw, 24þ10þ86

k l IcWkwLw cPnk{SmÀ,
Xncph\´]pcw

FÃm tPmbnâv cPnk{SmÀamÀ¡pw

kÀ,

hnjbw: **{]mYanI ImÀjnI hmbv]m k l IcWkwLwPoh\¡mÀ¡v HmhÀ{Um^äv A\phZn¡p¶Xp kw_Ôn¨v.**

PnÃm k l IcW _m¦v Poh\¡mcpsS sd¡dnwKv \nt£]¡W¡pIfpsS Dd¸n³taÂ PnÃm k l IcW _m¦pPoh\¡mÀ¡v HmhÀ{Um^äv A\phZn¨n«pff {]Imcw Xs¶ {]mYanI ImÀjnI hmbv]m k l IcWkwL §fnse Poh\¡mÀ¡pw AhchcpsS sd¡dnwKv \nt£]¡W¡pIÄ]qÀ¯nbmIpt¼mÄ e`n¡mhp¶ aqeys¯ A[nIcn¡m¯ XpI HmhÀ{Um^äv B bn A\phZn¡p¶ Imcyw FÃmXc¯nepw]cnti m[n¨XnsÂ ASnkYm\¯nÂ Cu]²Xn Xmsg]dbp¶ \n_Ô\IÄ¡p hnt[bambn {]mYanI ImÀjnI hmbv]m k l IcWkwL §fnÂ IqSn \S¸nÂ hcp¯p¶Xn\v FÃm tPmbnâv cPnk{SmÀamtcbpw A\phZn¡p¶p.

1. ഈ പദ്ധതിക്കുവേണ്ടി തയ്യാറാക്കുന്ന ഉപനിബന്ധനകൾക്കു ഈ പദ്ധതി \S¸m¡p¶ kwL§Ä _Ôs¸« tPmbnâp cPnk{SmdpsS മുൻകൂട്ടിയുള്ള അംഗീകാരം വാങ്ങേണ്ടതാണ്.
2. Cu]²XnbpsS {]tbmP\w kvYncw Poh\¡mÀ¡p am{Xta e`n¡pIbpffq.
3. Poh\¡mcsâ dn¡dnwKv \nt£]¯pI AbmfpsS {]Xnamk i¼f¯pIbnÂ \n¶pw IpdhvsNbvXv \nt£]¡W¡nÂ kwLwhchv വക്കേണ്ടതാണ്.
4. 100 c]bpsS KpWnX§fmbn am{Xta HmhÀ {Um^äv A\phZn¡mhq.]camh[n XpI Poh\¡mcsâ 15 amks¯ i¼ftam 15000 cq]tbm CXnÂ GXmWv IpdshÂ¶mÂ AXp am{Xambncn¡p¶XmWv.
5. AwKoIcn¨ D]\n_Ô\IÄ¡p hnt[bambn Poh\¡mcpsS At]£ അനുവദിക്കുവാൻ ചീഫ് എക്സിക്യൂട്ടീവിന് അധികാരമുണ്ട്. ചീഫ് എക്സിക്യൂട്ടീവിന് ഓവർ ഡ്രാഫ്റ്റ് അനുവദിക്കേണ്ടതു പ്രസിദ്ധണ്ടാണ്.
6. HmhÀ{Um^änsâ]eni 9% B bncn¡pw.
7. Cu]²XnbnÂ DÄs¸Sp¶ Poh\¡mc³ Ingnhp Ign¨pff AbmfpsS ശമ്പളം ഓവർ ഡ്രാഫ്റ്റ് അക്കൗണ്ടിൽ നിക്ഷേപിക്കേണ്ടതാണ്. ഓവർ ഡ്രാഫ്റ്റ്

k l IcW kÀ¡peÀ kaml mcw

ക്രെഡിറ്റ് തുകക്ക് സേവിംഗ്സ് ബാങ്ക് അക്കൗണ്ട് പലിശ അനുവദിക്കേണ്ടതാണ്. Poh\ ¡mc\ Bhiym\pkcWw]n¶oS Xpl]n³ hen¡mhp¶ XmW.

8. HmhÀ {Um^ä IW¡ Ahkm\n¸n¡p¶Xp hsc Hcp Poh\ ¡mc\ സംഘത്തിൽ നിന്നും കൊടുക്കേണ്ടുന്ന ഏതു തുകയും സംഘത്തിന് AbmfpsS HmhÀ {Um^ä IW¡nte¡]nSns¨Sp¡p¶Xn\pff അധികാരമുണ്ടായിരിക്കും.

9. ഓവർ ഡ്രാഫ്റ്റിനു വേണ്ട ഉറപ്പുകൾ സംഘം ജീവനക്കാരനിൽ നിന്നും വാങ്ങേണ്ടതാണ്.

10. sd¡dnwK \nt£]¡W¡]qÀ¯olcn¡p¶ XobXnbnÂ HmhÀ {Um^änsâ Imemh[nbpw Ahkm\n¡pw.

11.]qÀ¯olcn¨ sd¡dnwK \nt£]{] lmcapff Xpl HmhÀ {Um^ä അക്കൗണ്ടിലേക്ക് മാറ്റേണ്ടതും ഓവർ ഡ്രാഫ്റ്റ് അവസാനി¸n¨ ti jws{lUnänÂ വല്ലതുമുണ്ടെങ്കിൽ അതു ജീവനക്കാരനു പിൻവലിക്കാവുന്നതുമാണ്. ഓവർ {Um^ä lW¡ Ahkm\n¸n¡m³ dn¡dnwK \nt£]¯pl A]cym]Xambn h¶mÂ AXp taÂ 8 Â]dbpw{] lmcw]nSns¨Sp¡mhp¶ XmW.

12. tPmbnâ cPnk{SmdpsS ap³ A\phmZt¯mSpIqSn am{Xw D] \n_Ô\IfnÂ amäw hcp¯p¶Xn\ kwLw `cW kanXn¡ അനുവാദമുണ്ടായിരിക്കും.

13. ഓവർ ഡ്രാഫ്റ്റ് അനുവാദം ലഭിക്കേണ്ടത് ജീവനക്കാരൻ അവകാശമായി IcpXmhp¶ XÃ.

Cu]²Xn \S¸nem¡m³ A\phZn¡p¶Xn\p ap³]mbn kwL¯n\ km¼¯nI `ദ്രതയുണ്ടെന്ന് ജോയിന്റ് രജിസ്ട്രാർ ഉറപ്പാക്കേണ്ടതാണ്. സാമ്പത്തിക `{ZXbnÃm¯ kwL§fnÂ CXp \S¸nÂ hcp¯mhp¶ XÃ.]²XnbpsS AwKolmcw \Â Ipt¼mÄ tPmbnâ cPnk{SmÀ kwL¯nsâ km¼¯nI kYnXn കണക്കിലെടുക്കേണ്ടതുണ്ട്. സാമ്പത്തിക സ്ഥിതിയുടെ അടിസ്ഥാനത്തിൽ GsX¦nepw kwL¯n\ Cu]²Xníp AwKolmcw \Â ImXncn¡phmt\m AsÃ¦nÂ Hcp]cn[n \niNbn¡phmt\m tPmbnâ cPnk{SmÀ¡ അധികാരമുണ്ടായിരിക്കും. സംഘം അംഗീകാരത്തിന് തയ്യാറാക്കി അയക്കേണ്ടതായ നിബന്ധനകളുടെ കരട് ഇതോടൊപ്പം അയക്കുന്നുണ്ട്. അംഗീകരിക്കുന്ന \n_Ô\IÄ CXnÂ \n¶pw hyXyk XasÃ¶ tPmbnâ cPnk{SmÀ ബോദ്ധ്യപ്പെടേണ്ടതാണ്. കരടു നിബന്ധനകളിൽനിന്നും വ്യത്യസ്തമായി e`nt¨¡mhp¶ D]\n_Ô\IÄ¡pCu B^oknsâ ap¶\phmZt¯mSpIqSn am{Xta AwKolmcw \Â Imhq.

Cu I¯pw IcSD]\n_Ô\IfpwssI¸änb hnhcw aS¡¯]menÂ തന്നെ അറിയിക്കേണ്ടതാണ്.

sI. hn. \¼ymÀ
k l IcW kwLw cPnk{SmÀ

aäp \nÀt±i §Ä

No.CB (2) 514/91 — Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 15-2-1993

CIRCULAR No. 5/93

Sub: **Interests rates on Deposits of employees of Primary Co-operative Societies-allowing additional discretionary interest-instructions issued.**

Ref:

The Reserve Bank of India has allowed discretionary power to the State Co-operative Bank, The District Co-operative Banks and Primary Co-operative (Urban) Banks to allow additional interest at the rate of one percent on the deposits of their employees. Some of the Primary Co-operative Societies also requested that similar procedure be followed in respect of the deposits of their employees.

The matter was examined in all aspects. The matter was also discussed in the meeting of the presidents and Chief Executives of the Kerala State Co-operative Bank and the District Co-operative Banks held on 21-11-1992. The consensus of opinion was to allow additional one present interest by the Primary Co-op: Societies on the deposits of their employees also. It was also suggested that the societies may take such a decision at their own discretion, taking into account the viability of the society and the deposit structure. In the above circumstances the Primary Co-operative Societies are permitted to allow additional interest not exceeding one percent on the deposits of their employees, at their own discretion, if the bylaws of the societies so permit, taking into account their viability and structure of deposits.

S. Senthil
Registrar of Co-operative Societies

\¼À kn.]n.(2)28462/96 — k l lcW kwLw cPn k{Sdm^o k
Xncph\´]pcw, 9þ12þ1996

k l lcW kwLw cPn k{SmÀ,
Xncph\´]pcw

FÃm tPmbnâ cPn k{SmÀamÀ ¡pw.

kÀ,

hnjbw: **{]mYanI/ImÀjnI Xc hmb]m k l lcW _m¦pIfnÂ \n¶pw Poh\¡mÀ¡ \ÂInhcp¶ HmhÀ {Um^ä]cn[n hÀ²n¸n¡p¶Xþkw_Ôn¨v.**

k l IcW kÀ¡peÀ kaml mcw

kqN\: 1. **tIcf tImþHm¸tdäoh Fwt¹mbok bqWnb³ _Ip: k l IcW a{´n¡p \ÂInb 11þ7þ96 se \nthZ\w**

2. cPn k{SmdpsS 24þ10þ96 se kn.]n. (4) 33383/86 \¼À I¯v.

k l IcW kwLw Poh\¡mÀ¡v 6 hÀj¯n\p ap³]v A\phZn¨p നൽകിയിട്ടുണ്ടായിരുന്ന ഓവർ ഡ്രാഫ്റ്റ് പരിധി 15000 രൂപ ഇന്നത്തെ സാഹചര്യത്തിൽ hfsc A]cym]vXamsW¶pw B bXv PnÃm k l IcW _m¦v, AÀ_³ k l IcW _m¦v F¶o taJeIfnse Poh\¡mÀ¡v hÀ²n¸n¨v \ÂInbn«pffXpt]mse 25000 രൂപ ആയി വർദ്ധിപ്പിക്കണമെന്നും ആവശ്യപ്പെട്ടുകൊണ്ട് ലഭിച്ച നിവേദനം വിശദമായി പരിശോധിക്കുകയുണ്ടായി. ആയതിന്റെ അടിസ്ഥാനത്തിൽ രജിസ്ട്രാറുടെ 24þ10þ96 se kn.]n.(4) 33383/86 \¼À I¯nse hyhkYIÄ¡v hnt[bambn {]mYanI ImÀjnI/ImÀjntIXc hmbv]m k l IcW _m¦pIÄ tPmbnâv cPn k{SmÀamcpsS AwKoImc¯n\mbn X¿mdm¡n kaÀ¸n¡p¶ D]\n_Ô\IfnÂ H.UnbpsS]camh[n Xp I 25,000 cq] Bbn \nivNbn¨v \ÂImhp¶XmWv. C{]Imcw D]\n_Ô\IÄ¡v AwKoImcw \ÂIpt¼mÄ H.Un.bpsS]eni \nc¡v 24þ10þ86 se I¯nÂ \nivNbn¨v \ÂInbn«pff 9% ¯nÂ \n¶pw 14.5% Bbn hÀ²n¸n¨v kwL §Ä kzoIcn¡p¶ \nt£ §fpsS ശരാശരി പലിശ നിരക്ക് നൽകുന്ന കാര്യവും പരിഗണിക്കേണ്ടതാണ്.

Xm¦fpsS hnizkvX³
A Uoj WÂ cPn k{SmÀ (s{I Unä)

kn.]n.(2)31663/98

k l IcW kwLw cPn k{Smdm^okv
Xncph\´]pcw, 3þ5þ1999

k l IcW kwLw cPn k{SmÀ
Xncph\´]pcw

FÃm tPmbnâv cPn k{SmÀamÀ¡pw

kÀ,

hnj bw: **{]mYanI ImÀjnI/ImÀjntIXc hmbv]m k l IcW _m¦pIfnÂ \n¶pw Poh\¡mÀ¡v \ÂIn hcp¶ HmhÀ {Um^äv]eni \nc¡v Ipd¡p¶Xv kw_Ôn¨v.**

kqN\: 1. **tIcf tIm Hm¸tdäoh Fwt¹mbok bqWnb³ _Ip: k l IcW hIp¸p a{´n¡v \ÂInb 10þ7þ98se \nthZ\w.**

2. Cu B ^oknse 24þ10þ96se kn.]n (4) 33383/86 \¼À I¯pw 9þ12þ96 se kn.]n.(2) 28462/96 \¼À I¯pw.

{]mYanI ImÀjnI/ImÀjntIXc hmbv]m k l IcW _m¦pIfnse Poh\¡mcpsS HmhÀ {Um^äv\v CuSm¡p¶]eni \nc¡v kwL §Ä

aäp \nÀt±i §Ä

kzoIcn¡p¶ \nt£] § fpsS icmicn]eni \nc¡nt\ ¡mÄ hÀ²n¡m¯ വിധത്തിൽ പുനർ നിർണ്ണയം ചെയ്യണമെന്ന് ആവശ്യപ്പെട്ടുകൊണ്ട് ലഭിച്ച നിവേദനം വിശദമായി പരിശോധിക്കുകയുണ്ടായി. ആയതിന്റെ അടിസ്ഥാനത്തിൽ cPnk{SmdpsS 24þ10þ96 se kn.]n.(4) 33383/86 \¼À I¯nse hyhkYIÄ ¡ hnt[bam¡n{]mYanI ImÀjnI/ImÀjnt IXc hmb]m kIIcW _m¦pIÄ tPmbnâ cPnk{SmdpsS AwKoImc¯n\mbn X¿mdm¡n kaÀ¸n¨ D]\n_Ô\IfnÂ H.UnbpsS]eni \nc¡ 9þ12þ96 se kn.]n.(2) 28462/96 \¼À I¯nÂ \niNbn¨ \ÂInbn«pff 14.5% F¶ hyhkYbnÂ amäw hcp¯n kYnc \nt£] §Ä¡ kwLw kzoIcn¡p¶ IqSnb]eni \nc¡nÂ \n¶pw 2% കുറച്ചു നൽകുന്ന കാര്യം പരിഗണിക്കേണ്ടതാണ്.

Xm¦fpsS hnizkX³

സഹകരണ സംഘം രജിസ്ട്രാർക്കു വേണ്ടി

\¼À kn.]n.(1) 6151/99

kIIcW kwLw cPnk{Smdm^okv
Xncph\´]pcw, 2þ11þ99

kÀ¡peÀ \¼À 43/99

hnjbw: **kIIcW hIp¸v þ {]mYanI hmb]m kIIcW kwL§fnse Poh\¡mcpsS `h\ \nÀ½mW hmb]m]cn[n DbÀ¯p¶Xþkw_Ôn¨v.**

kqN\: 1. **kÀ¡mcnsâ 3þ2þ99 se 1388/_n.1/99/kIIcW \¼À I¯nt\msSm¸w e`n¨ tIcf tImHm¸tdäoh Fwt¹mboka bqWnbsâ \nthZ\w**

2. **kÀ¡mcnsâ 18þ9þ99 se 1388/_n.1/99/kIIcW \¼À I¯v.**

tIcf¯nse {]mYanI hmb]m kIIcW kwL§fnse Poh\¡mÀ¡v `h\ \nÀ½mW hmb]m A\phZn¡p¶Xn\v 2þ9þ97 se Pn.H.(]n) 111/97/kIIcW \¼À {]Imcw kÀ¡mÀ D¯chmbXnsâ ASnkYm\¯nÂ cPnk{SmdpsS 29þ9þ96 se kn.]n.1 1326/96 \¼À I¯p{]Imcw "{]mYanI hmb]m kIIcW kwLwPoh\¡mÀ¡v `h\ \nÀ½mW hmb]mC\¯nÂ \ÂImhp¶ hmb]m]cn[n AXnsâ]ncnª p In«nb Hm Icn aqe [\hpw, kämä}«dn dnkÀhpw tNÀ¶ സ്വന്തം ഫണ്ടിന്റെ 12 ശതമാനവും ഒരു ജീവനക്കാരന് നൽകാവുന്ന പരമാവധി തുക രണ്ട് ലക്ഷം രൂപയുമാണ്" F¶ hyhkY sNbXv A\phZn¨ncp¶p.

PnÃm kIIcW _m¦v Poh\¡mÀ¡v `h\ \nÀ½mW hmb]m \ÂIp¶Xv kw_Ôn¨ PnÃm _m¦v Poh\¡mcpsS kÀhokv sdKptej\nÂ kÀ¡mÀ ഭേദഗതി വരുത്തിയതു പ്രകാരം ഭവന നിർമ്മാണ വായ്പക്ക് ജീവനക്കാർ നൽകേണ്ട]eni ap³ km¼¯nI hÀjwamÀ¨amks¯ HSphnes¯ shffnbmgNbnse

k l IcW kÀ¡peÀ kaml mcw

icmicn \nt£]]eni bnÂ Ipdbm³]mSnÃ F¶ \nicNbn¨n«pffXpw AtX]eni \nc¡pIÄ {]mYanI hmb]m kwL §fnse Poh\¡mcpsS `h\ \nÀ½mW hmb] ¡pw _m[Iam¡mhp¶ XmsW¶ cPnk{SmdpsS 25þ11þ97 se സി.പി. 1. 1325/96 നമ്പർ കത്തു പ്രകാരവും അറിയിച്ചിട്ടുണ്ട്.

k l IcW kwLwPoh\¡mÀ¡ `h\ \nÀ½mWmhiy¯n\ \ÂIp¶ hmb]m ]cn[n DbÀ¯n A\phZn¡Wsa¶ kqN\ 1 {]Imcapff Bhiyw ]cnKWn¨XnÂ {]mYanI hmb]m k l IcW kwL §fnse Poh\¡mÀ¡ `h\ \nÀ½mW hmb]m A\phZn¡p¶Xn\pff]cn[n AXmXp kwL ¯nsâ സ്വന്തം ഫണ്ടിന്റെ പരമാവധി 15% വരെ സഹകരണ നിയമങ്ങൾക്ക് വിധേയമായി \ÂIp¶Xn\ A\phmZw \ÂImhp¶XmW F¶ kqN\ 2 I¯ {]Imcw സർക്കാർ അറിയിച്ചിട്ടുണ്ട്.

taÂ kmINcy¯nÂ Xmsg]dbpw{]Imcw D¯chmIp¶p. {]mYanI hmb]m k l IcW kwL §fnse Poh\¡mÀ¡pff `h\ \nÀ½mW hmb]m ഒരു ജീവനക്കാരന് പരമാവധി രണ്ടു ലക്ഷം രൂപ എന്ന നിരക്കിൽ അതാതു സംഘത്തിന്റെ സ്വന്തം ഫണ്ടിന്റെ പരമാവധി 15% വരെ നൽകാവുന്നതാണ്. ടി വായ്പക്ക് ജീവനക്കാർ നൽകേണ്ട പലിശ മുൻ സാമ്പത്തിക വർഷം മാർച്ച് amks¯ HSphnes¯ shffnbmgNbnse icmicn \nt£]]enibnÂ Ipdbm³]SnÃm¯XpamW. BbX k l IcW \nba§Ä¡, kwL ¯nsâ km¼¯nI kYnXn¡pw, `cW kanXn Xocpam\¯n\ hnt[bambn amt{Xta \ÂIm³ ]mSpffq. IqSmsX PnÃm k l IcW _m¦ Poh\¡mÀ¡ `h\ \nÀ½mW hmb]m \ÂIp¶Xn\ AwKoIcn¨ \ÂInbn«pff k_dqfnsâ amXrIbnÂ Xs¶ {]mYanI hmb]m k l IcW kwL §fnse Poh\¡mÀ¡ `h\ \nÀ½mW hmb]m A\phZn¡p¶Xn\pff k_dqÄ X¿mdm¡n AXmX tPmbnâ c{Pnk{SmÀ (P\dÂ) amcpsS AwKoImct¯mSpIqSn \S¸nÂ വരുത്തേണ്ടതുമാണ്.

hn.]n. tPmbn. sF. F. F k.
k l IcWkwLw cPnk{SmÀ

GOVERNMENT OF KERALA

Abstract

Co-operation-Kerala State Co-operative Employees Welfare Board-Scheme for the Welfare of Commission Agents/Salesmen working in the Co-operative Institution-approved-Orders issued.

CO-OPERATION (C) DEPARTMENT

G.O. (Ms) No.27/2001/Co-op. Thiruvananthapuram, 31-1-2001

Read: **1. G.O.363/86/Co-op. Dated, 30-9-86.**

2. **Resolution No.11 dated 18-10-2000 of the Managing Committee of the Kerala State Co-operative Employees Welfare Board.**

3. **Letter No. EM (2) 43169/2000 dated, 24-11-2000 of the Registrar of Co-operative Societies, Thiruvananthapuram.**

ORDER

The Managing committee of the Kerala State Co-operative Employees Welfare Board as per Resolution read as 2nd paper above resolved to approve the scheme for the welfare of Commission Agents/Salesman working in the Co-operative Institutions. The Registrar of Co-operative Societies as per letters read as 3rd paper above have recommended the scheme and requested Government issue necessary approval to the scheme.

2. After having considered the scheme furnished by the Kerala State Co-operative Employees Welfare Board and the recommendations of the Registrar of Co-operative Societies.

Government are pleased to approve the scheme for the Welfare of the Commission Agents working in the Co-operative Institutions, as appended to this order.

By Order of the Governor
C. P. Sreelatha
Additional Secretary to Government

Appendix

THE KERALA STATE CO-OPERATIVE COMMISSION AGENTS WELFARE SCHEME

1. Short Title and Commencement:- The scheme may be called The Kerala State Co-operative Commission Agents Welfare Scheme 2001.

2. Definition:- In this scheme unless the context otherwise requires:-

a. Board, Managing Committee, Chairman, Vice-Chairman, Secretary-Treasurer, Year, shall have the same meaning assigned to them under the Kerala State Co-operative Employees Welfare Board rules.

b. Form:- Means a form appended to this scheme.

c. Commission Agents/Salesmen:- Means a person who is engaged as deposit collectors/Bill collectors/Salesman persons working in Neethi

Stores and Neethi Medical Stores or any persons working in any other name on commission basis in a Co-operative Society registered or deemed to be registered. Constituted or established under the KCS Act 1969 (Act 21 of 1969) and coming under the administrative control of the Registrar of Co-operative Societies and co-operatives coming under other departments of the State Government.

d. Employer:- Means any Co-operative Institution who engage any persons as commission agent as defined in clause 2 (c) of Rule 2, to his institution.

e. Member:- Means any persons as defined in clause of Rule (2) of this rules and who contributes to the scheme. And who come with in the age group from 18 to 60 years.

f. Scheme:- Means scheme formed under these rules.

g. Nominee:- Means a member of the family of the commission agent or any other persons nominated by the commission agent for the purpose of these rules and family shall mean wife, husband, children, dependant parents and children of a deceased son of the subscriber.

h. All other words and expressions used in the scheme but not defined shall have the meaning respectively assigned to them in the Kerala State Co-operative Employees Welfare Board rules.

3. OBJECTS:- The objects of the Scheme are:-

a. To raise and administer funds for the Welfare of the commission agents as defined in Rule (2) generally and to alleviate the distress of the said commission agents and their dependants in indigent circumstances and

b. To do what is incidental to the above object such as providing relief by grant of money or other aid to help otherwise as the Managing Committee may deem fit.

4. MANAGEMENT:- The management and administration of the scheme shall vest with a Managing Committee constituted as per section 4 of the Kerala State Co-operative Employees Welfare Board rules.

5. FUNDS OF THE SCHEME:- It shall consist of the following:-

a. Monthly contribution from the members of this scheme.

b. Contribution from Co-operative Institutions towards this scheme.

c. Income arising out of the investments of the funds.

d. Contribution from State or central Government and Local Bodies and other approved agents.

6. MODE OF JOINING THE SCHEME:- Every member (commission agents) shall apply for the membership to the secretary in form No. C.1 through the Chief Executive of the institution along with a copy of resolution of the Management and a Certificate Issued by the Chief Executive as prescribed in the form No. C7.

7. CONTRIBUTION:- Every member shall pay a monthly contribution Rs. 30 to the scheme from the date on which he/she joins the scheme and every institution shall contribute an equal amount contributed by the member towards the scheme (as defined in the Rules of Kerala State Co-operative Employees Welfare Board.)

8. RECOVERY AND DEPOSIT OF CONTRIBUTION:-

a. Every institution shall recover the monthly contribution at the rates prescribed in Rule 7 from each member from his/her commissions who exercised their option to come over to the scheme. Separate ledger shall be maintained by the institution for each commission Agent in the form prescribed in form No. C-3.

b. The amount so recovered along with contribution from the side of the institution under Rule 8 (a) shall be remitted by the institution in the nearest branch of the concerned District Co-operative Bank within five days from the date of recovery along with a schedule in four copies in the form prescribed in form No. C,4. In the account number specially opened for this purpose.

c. The concerned branch shall after making necessary entries thereon send the copy of the schedule to the societies who remit the amount and once copy of the same to be retained in the branch of the District Co-operative Bank concerned. The secretary shall sent in copy directly to the Secretary Treasurer of the Board immediately.

d. On the basis of the schedules received, the secretary shall maintain separate ledger account of each Commission Agent besides other accounts and registers.

e. The amount received by the branches of the District Co-operative Banks under the scheme shall be credited in a separate savings Bank Account (Maximum interest bearing Saving Bank Account) in the name of the Additional Registrar/Secretary Treasurer, Kerala State Co-operative

Employees Welfare Board, Trivandrum opened specially for this scheme in the Head Office branch of the concerned District Co-operative Bank Ltd.

9. WITHDRAWAL OF FUNDS:- Withdrawal of any amount from the accounts of the scheme shall be regulated in the manner to be determined by the managing committee. Such withdrawal shall be made by cheque or requisitions (as the case may be signed by the Secretary-Treasurer.

10. DEATH BENEFIT TO THE FAMILY OF THE MEMBER:- If a member coming under the clause 7 dies while in service an amount of Rs. 25,000 shall be paid to his/her family.

In the event of death of a member covered by the scheme, the president of the institution shall obtain an application, in the form prescribed in form No. C5 addressed to the Secretary-Treasurer of the Board from the nominees claiming the amount and forward the same with the relevant details, duly recommended by the President, Secretary and two Board of Directors of the institution with in 60 days from the date of death of the member.

11. RETIREMENT BENEFITS:- On retirement/relief on other grounds, of a member coming under the scheme the actual amount contributed by him/her along with the contribution by the Management shall be paid to him/her.

On the retirement/relief of a member coming under the scheme the President of the institution shall obtain and forward an application in the form prescribed in Form No C6 from the commission agent with the resolution to this effect duly recommended by the President, Secretary and two Board of directors of the Institution, to the Secretary-Treasurer of the Board within 60 days from the date of retirement/relief.

12. CASH AWARD:- At state level, children of the commission agents coming under rule of this scheme who secure the first two places in the S.S.L.C. examination in every academic year shall be given cash awards of Rs. 5,000 and Rs. 3,000 respectively for the 1st and 2nd places.

Similarly at District level one cash award of Rs. 1,000/- shall be given in every academic year to the child of the employees coming under rule of this scheme who secure the highest marks in the S.S.L.C. examination in the District.

Those students who intend to apply for the cash award shall submit their applications in the Prescribed Form shown in Form No.C.9 along with the true copy of the mark list of S.S.L.C. Certificate duly attested by the concerned Headmaster/Headmistress of the school in which he/she has studied and forward the same to the Secretary-Treasurer of the Kerala State Co-operative

Employees Welfare Board, duly recommended by the concerned President and Secretary and two Board of Directors of the Institution within thirty days from the date of publication of the S.S.L.C. results.

13. After thorough scrutiny of the application received, the Secretary-Treasurer of the Board, shall places them before the Managing Committee for sanction. In urgent cases, the applications will be submitted to the vice-chairman of the Board, for sanctioning the claim under Rule 10 and the Secretary-Treasurer of the Board shall sanction the claim under Rule 11.

On getting sanction from the Managing Committee/Vice chairman, as the case may be the Secretary-Treasurer shall issue order to disburse the amount admissible to the employees according to Rule 10,11,12.

14. DISBURSEMENT OF THE AMOUNT:-

a In a case where some person/persons other than a member of the family has/have been nominated, and it is found on an enquiry conducted or cause to be conducted by the Managing Committee that the deceased commission agent had a family at the time of his/her death, then the amount due shall be paid to the family of the deceased. The order of preference for payment shall be that given in the definition of family member to whom the amount due happen to be a minor, the amount/share due to such minor(s) under the scheme should be paid to the surviving wife/husband i.e.. Mother/father of the minor of the deceased subscriber for the benefit of the minor after obtaining stamped receipt for the payment. In the absence of wife/husband (i.e.. Mother/father of the minor) of the deceased, the amount will be paid to legal guardian of the minor for the benefit of the minor.

b If the enquiry shows that the subscriber had not acquired a family, the amount can be disbursed to the nominee(s) specified in the nomination filed by him.

c In case of subscribers who do not have a family but die in harness without filing a nomination, the Managing Committee shall consider the claim for payment, if any, preferred and on being satisfied of the genuineness of the claim, after making or causing to make such enquiries as they deem fit, sanction the same. The payment shall be made only after getting an indemnity bond duly executed by the claimant in the form prescribed in Form No. C-11 duly stamped for the gross amount due for the payment with two sureties of known financial stability. The claimant as well as the sureties executing the bond should be persons who have attained majority. Where two or more persons claim the amount, each should execute indemnity bond individually.

d In case there arise any doubt to the claimants on the legal right to the amount under the scheme, payment will be sanctioned only to the person who produces a succession certificate. In case where the claimants are minors the amount due under the scheme will be sanctioned only on production of a succession certificate from the court.

e The amount sanctioned will be disbursed by a crossed cheque drawn in favour of the claimant/employee or their nominee(s) as the case may be.

15. ACCOUNTS AND AUDIT:- Separate accounts shall be maintained with regard to the contribution as well as disbursement of assistance towards this scheme and same is to be produced before audit.

Audit of accounts relating to the fund at batch level shall be conducted by the Auditors of the Co-operative Department conducting the annual audit of institutions concerned and the accounts incorporated in the balance sheet of each institutions.

The accounts kept by the Secretary-Treasurer of the fund shall be audited annually by an Auditor appointed by the Registrar of Cooperative Societies and a report consisting of income and expenditure statement and balance sheet duly certified, furnished to the Secretary-Treasurer of the Board. He will place the report before the Managing Committee within 30 days of its receipt.

Copies of the annual accounts of the Board audited and certified by the Auditor shall be submitted by the Secretary Treasurer to the Government of Kerala every year.

16. ANNUAL REPORT:- An annual report on the working of the scheme shall be prepared by the Secretary-Treasurer along with a report of the scheme and shall after approval by the Managing Committee be presented to the Government of Kerala.

17. The Managing Committee with the approval of Government may appoint such other staff or make such other arrangements as they deem necessary for the efficient control and administration of the scheme.

18. ADMINISTRATIVE EXPENSES:- Administrative expenses shall be a legitimate charge on the assets of the funds.

19. REPEAL AND SAVINGS:- The Managing Committee shall, within the frame work of the constitution of the scheme as laid down above, have full powers to repeal amend or revise any or all of these rules with the prior approval of Government whenever, in the opinion of the Managing Committee, it is expedient to do so.

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No.G3/53299/73. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 10th April 1974

CIRCULAR No. 13/74

Sub: **Co-operative Societies-Use of vehicles instructions issued.**

It has been brought to my notice that there is no uniform rules at present regulating the use of vehicles owed by the Co-operatives. In view of the present scarcity in the supply and the high cost of petrol it is considered imperative that there should be a uniform pattern of rules to control the use of vehicles owned by Co-operatives. With the above objective in view the following model Rules are suggested for adoption by co-operatives, for the use of vehicles owned by them. On the basis necessary subsidiary rules with such minor modifications as found necessary may be framed and got approved by the authorities concerned.

(1) The Chief Executive Officer of the society shall be responsible for the proper use, care and maintenance of the vehicle and regulating its journeys in accordance with the sub rules approved by the committee.

(2) The vehicle shall ordinarily be used only for the bonafide purposes connected with the business of the society. The committee will specify the purposes to which it may be utilised.

(3) The following accounts shall be maintained in respect of the vehicle

  (i) Log Book

  (ii) A register showing the cost of petrol, oil etc. consumed and all incidental receipts and expenditure.

  (iii) A record of repairs and replacements indicating the cost and the dates on which they were carried at and of spare parts.

  (iv) An inventory of the equipments including condemned parts.

(4) The Controlling Officer shall check the above records periodically.

(5) The vehicle may be permitted to be used on non-duty journeys/other private purposes with the permission of the Controlling Officer. Charges at the rates fixed by the Committee shall be levied for such use.

(6) The vehicle shall be got tested by a reputed workshop at the nearest Centre, at least once in six months. Along with the testing, the rate of fuel consumption shall also be got fixed. Where any decrease in the normal or previously certified rate of consumption of fuel is noticed and there is

reason to suspect that the decrease is due to mechanical defect, the testing officer should also record the nature of defect and recommend further action.

(7) The vehicle shall be serviced properly at intervals in consultation with a technical expert.

(8) The vehicle shall ordinarily be garaged at the premises of the society or at other places approved by the Committee.

(9) The Controlling Officer shall check the actual fuel consumption periodically with reference to tested mileage and actual mileage obtained.

(10) If the meter record is found defective the driver shall immediately report the fact to the Chief Controlling Officer who shall take necessary steps to have the meter repaired.

(11) The vehicle shall ordinarily be driven only by the driver appointed for the purpose. In exceptional cases, other persons who possess valid driving licences may be allowed to drive, with the permission of the Controlling Officer.

(12) The Vehicle shall carry a plate in front and rear indicating the name of the society.

The Deputy Registrars are requested to ensure that the societies adhere to these instructions.

T. R. Sankara Pillai
For Registrar of Co-operative Societies

No.CB (3) 7951/84/R.Dis. Office of the Registrar of Co-operative Societies, Trivandrum, 8-2-1984

CIRCULAR No. 12/84

Sub: **District Co-operative Banks-use of Vehicles by the President and General Manager-permission-orders issued.**

Read: **1. Circular No. 13/74 dated 16-4-1974 of the Registrar of Co-operative Societies.**

2. Circular No 106/75 dated 16-12-75 of the Registrar of Co-op. Societies.

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In the circular read as first paper above uniform pattern of Rules to Control the use of vehicles owned by Co-operative Societies were prescribed. In the circular read as second paper above it was ordered that the vehicles of Co-operative Societies shall not be used for non-duty journeys or journeys in connection with private purposes. This order was issued to safe guard the interest of the Societies/Banks and prevent possible misuse of vehicles.

Since then it has been represented on various occasions that the Presidents and General Managers of the District Co-operative Banks may be permitted to use the cars owned by the banks for personal purposes. The question came up for discussion in the Central Banks conference held on 4-2-84 and it was decided that the Presidents and General Managers of the banks may be allowed to use the cars owned by the banks for personal purposes also. The conference also requested the Registrar of Co-operative Societies to issue necessary orders in the matter.

The question has been examined in detail and the following orders are issued.

1) The Presidents and General Managers of the District Co-operative Banks may use the cars for personal purposes free of cost upto (a) 500 KMs by the Presidents in a month (b) 250 KMs by the General Managers in a month.

   They have to pay rent/hire for journeys performed over and above the above limit at the rates prescribed by the bank and approved by the Registrar.

2) The District Co-operative Banks will make necessary amendment to the subsidiary rules framed for the purpose and get it approved by the Registrar.

3) These orders will come into force with effect from 10-2-1984.

K. M. Balakrishnan
Registrar of Co-operative Societies

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No.CP(3) 28438/96. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 20-8-1996

CIRCULAR No. 17/96

Sub: **District Co-operative Bank use of vehicle by the president and General Manager-permission revised orders-issued.**

Ref: **1. Circular No. 12/84 dated 8-2-84 of the Registrar of Co-operative Societies.**

2. Circular No. 8/92 dated 13-2-92 of the Registrar of Co-operative Societies.

As per circular 1st cited the president and General Manager of District Co-operative Banks were permitted to use the cars owned by the Bank for their personal purposes free of cost upto 500 KMs. And 250 KMs in a month respectively. As per circular 2nd cited the permission to use Bank cars for the private use of presidents/General Managers was cancelled. Taking into account of the increased Business, transaction, of these District Co-operative Bank the instruction issued in Circular No. 8/92 dated 13-2-92 is hereby cancelled. The instruction issued as per circular No. 12/84 dated 8-2-84 will be in force from the date of this circular with regard to the use of the vehicle of the Bank for personal purposes.

Nalini Netto I. A. S.
Registrar of Co-operative Societies

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\¼À kn.]n.(3)16033/91

k l lcW kwLwcPn k{Smdm^ok, Xncph\´]pcw, 28þ8þ1991

kÀ¡peÀ \¼À 24/91

hnjbw: പ്രാഥമിക സഹകരണ സംഘങ്ങൾ – ഫണ്ടുകൾ ദുർവിനിയോഗം **sN¿p¶XþsSent^m¬ kYm]n¡p¶X kw_Ôn¨þ \nÀt±i§Ä]pds¸Sphnív¶p.**

kqN\: **Xncph\´]pcw k l lcW kwLw tPmbnâ cPn k{SmdpsS 7þ6þ1991 se kn.BÀ.]n.(2) 3217/91 mw \¼À I¯.**

kwkYm\¯nse {]mYanI k l lcW kwL§fnÂ NneX kwL§Ä \j S¯nÂ {]hÀ¯n¡pI tbm, KWyamb F®w \j S¯nte¡ നീങ്ങിക്കൊണ്ടിരിക്കുകയോ ആണ്. സംഘത്തിന്റെ ആദായവും ചെലവുകളും തമ്മിൽ bmsXmcp s]mcp¯hpanÃm¯ XmW \jS¯nsâ {][m\ ImcWsa¶ CXns\ സംബന്ധിച്ചുള്ള വിലയിരുത്തലിൽ കാണാൻ കഴിഞ്ഞിട്ടുണ്ട്. വളരെ ചുരുങ്ങിയ {]hÀ¯\]cn[nbpff {]mYanI k l lcW kwL§Ä¡ _m¦mwK apXemb പ്രവർത്തനങ്ങളിൽ നിന്നുള്ള ലാഭമുണ്ടാകുമ്പോൾ ഒരു ജനകീയ പ്രസ്ഥാനമെന്ന \nehnÂ kmaqly _m[yXbpff aäp P\t£aIcamb {]hÀ¯\§Ä GsäSp¯ നടത്തേണ്ടതുള്ളതിനാൽ അത്തരം പ്രവർത്തനങ്ങളിൽ നഷ്ടമുണ്ടാകുന്നതിനുള്ള സാധ്യതകൾ പലപ്പോഴും ഉണ്ടാകാറുണ്ട്. ഈ സാഹചര്യത്തിൽ പ്രാഥമിക സഹകരണ kwL§fpsS NnehpIÄ]camh[n Ipd¡pI am{Xta IcWobambn«pffq. hÀ²n¨p hcp¶ A\p_Ô NnehpIÄ Ipdb¡p¶XnepsS kwL§fpsS \ne Hcp]cn[n hsc sa¨s¸Sp¯m\pw Ignbpw. {]mYanI k l lcW kwL§fnse A\p_Ô NnehpIfnÂ {][m\amb kwLw hI sSent^m¬ C\¯nepff Nneh, kwL¯nsâ {]hÀ¯\hpambn bmsXmcp s]mcp¯hpanÃm¯ രീതിയിലാണെന്ന് കണ്ടതിന്റേയും സംഘം വക ടെലിഫോണുകൾ ദുരുപയോഗം sN¿p¶psh¶ s]mXp Bt£]¯ntâbpw ASnkYm¯nÂ NphsS tNÀ¡p¶ \nÀt±i§Ä]pds¸Sphn¡p¶p.

`qcn`mKw {]mYanI k l lcW kwL§fptSbpw {]hÀ¯\]cn[n Hcp]©mb¯/hntÃP/t»m¡ F¶nhbnÂ HXp§n \nÂ¡pIbmW. k l lcW kYm]\§fpsS ssZ\w Zn\ {]hÀ¯\¯n\ {]hÀ¯\]cn[n¡ I¯pw പുറത്തും ടെലിഫോണുമായി ബന്ധപ്പെടേണ്ടതുമുണ്ട്. എന്നാൽ സഹകരണ സംഘങ്ങളുടെ ഫണ്ടുപയോഗിച്ച് പ്രസിഡണ്ട്/ഭരണസമിതി അംഗങ്ങൾ ചീഫ് FIknI}«oh F¶nhcpsS hkXnIfnÂ sSent^m¬ kYm]n¡pIbpw sSent^mWpIfpsS D]tbmK¯n\ bmsXmcp \nb{´Whpw GÀs¸Sp¯m¯Xp മൂലം ആയത് ദുരുപയോഗം ചെയ്യുന്നതും ശ്രദ്ധയിൽ പെട്ടിട്ടുണ്ട്. വളരെ ചുരുങ്ങിയ {]hÀ¯\]cn[n am{Xapff {]mYanI k l lcW kwL§Ä, AXmXp {]hÀ¯\]cn[n¡I¯pff AwK§fpsS D¶a\w e£yam¡n am{Xta

k l IcW kÀ¡peÀ kam I mcw

പ്രവർത്തിക്കേണ്ടൂ എന്നിരിക്കേ kwLw `mchmIn IÄ kwL¯nsâ NnehnÂ സ്വന്തം വീടുകളിൽ ടെലിഫോൺ സ്ഥാപിക്കുന്നതിനും ആയതിന് സംഘം ഫണ്ട് D]tbmKn¡p¶Xpw \oXoIcn¡m\mhp¶nÃ F¶Xn\pw]pdta kwLw [\¯nsâ ZpÀhn\ntbmKhpamWv.

ചില സഹകരണ സംഘങ്ങളുടെ പ്രസിഡണ്ട്/`cW kanXn AwK§Ä/No^v FIvkn I}«ohv XpS§nbhÀ k l IcW kwL§fpsS t]cnepff sSent^mWnÂ \n¶pw FIvkä³ j³ F¶ t]cnÂ kz´w NnehnÂ, hoSpIfnte¡v FSp¯ncn¡p¶Xmbpw Sn sSent^m¬ hmSIbpw NnehpIfpw ]n¶oSv സംഘത്തിന്റെ ചിലവിൽ കൊണ്ടുവരുന്നതും ശ്രദ്ധയിൽ പെട്ടിട്ടുണ്ട്. മറ്റു ചില k l IcW kwL§fpsS `ാരവാഹികൾ സംഘം ഫണ്ടുപയോഗിച്ച് ഔദ്യോഗിക `mchmIn F¶ \nebnÂ ho«nte¡v sSent^mWn\v At]£ nípIbpw F¶mÂ At]£bnÂ Snbmsâ t]cpw hoSv A{UÊpw am{Xw \ÂIpIbpw A§s\ k l IcW kwL§Ä¡v ]pXnb IW£³ e`n¡p¶Xnepff {]tXyI പരിഗണന ദുരുപയോഗം ചെയ്യുകയും, സംഘം ഫണ്ടുപയോഗിച്ച് എടുക്കുന്ന sSent^m¬, Snbm³ HutZymKnI `mchmIn AÃmsX B Ip¶ tXmSpIqSn, Snbmsâ t]cnemWv sSent^m¬ F¶Xn\mÂ kwL¯n\v XncnsI e`n¡m¯ സാഹചര്യവുമുണ്ടാകുന്നുണ്ട്.

kwL¯nsâ {]hÀ¯\ ]cn[nbpambnbmsXmcp _Ô hpanÃm¯ hnZqc kvYe§fnte¡p t]mepw {S¦v/F kv. än. Un. ImfpIÄ \S¯pIbpw F¶mÂ kwLhpambn _Ôs¸« Imcy§sf kw_Ôn¨msWt¶m AtXm kz´ Bhiy¯n\msWt¶m, Fs¶m¶pw Adnbm³ IgnbmXncn¡pIbpw B bXn\v hyIvXamb cPnkädpIÄ kq£n¡mXncn¡pIbpw sN¿p¶ \S]Sn aqew Imcyamb XpI IÄ {]XnhÀjw sSent^m¬ NmÀPn\¯nÂ {]mYanI സഹകരണ സംഘങ്ങൾ അടക്കാൻ ഇടവരുന്ന നടപടി സംഘം ഫണ്ടിന്റെ ZpÀhn\ntbmKambn am{Xta IW¡m¡m³ IgnbpIbpffq.

Cu kmINcy¯nÂ Cu ZpÀhn\ntbmKw XSbp¶Xn\v {]mYanI k l IcW kwL§fpsS NnehnÂ sSent^m¬ IW£t\m, FIvkä³ jt\m HutZymKnI `mchmIn IfptSbpw kwLw DtZymKkvY³amcptSbpw hkXnIfnte¡v FSp¡m³]mSpffXsÃ¶v \nÀt±iníp¶p. \nehnepff C¯cw IW£\pIÄ hntOZn¡p¶Xn\pff ASnb´nc \S]SnIÄ കൈക്കൊള്ളേണ്ടതുമാണ്. ഇത്തരം ധന ദുർവിനിയോഗത്തിന് അതാതു പ്രാഥമിക k l IcW kwL§fpsS sk{I«dn/No^v FIvkn I}«ohamcmbncn¡pw D¯chmZnIsf¶pw HmÀ½n¸n¡p¶p.

k l IcW kwL§fnÂ]cnti m[\ B Unäp \S¯pt¼mÄ ടെലിഫോൺ ഇനത്തിലുള്ള ചിലവുകൾ സൂക്ഷ്മമായി വിലയിരുത്തേണ്ടതും അവയുടെ നിജസ്ഥിതി ബോദ്ധ്യപ്പെടുത്തേണ്ടതും ആവശ്യമായ രജിസ്റ്ററുകൾ

sSet^m¬ kYm]n¡p¶XnÂ \nb{´Ww.

മതിയായ രേഖപ്പെടുത്തലുകൾ വരുത്തി യഥായോഗ്യം സൂക്ഷിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്. ഈ ഇനത്തിലുളള ക്രമക്കേടുകൾ വകുപ്പിലെ മേലുദ്യോഗസ്ഥൻമാരുടെ ശ്രദ്ധയിൽ കർശനമായും കൊണ്ടു വരേണ്ടതും C¡mcy¯nepff hogN Kuchambn ho£n¡p¶ Xpambncn¡pw.

taÂ \nÀt±i§Ä IÀi\ambn]men¡pIbpw, kwLw AwK§fnÂ \n¶pw aäp kIIIcnIfnÂ \n¶papff Bt£]§Ä Hgnhm¡p¶p F¶ Dd¸p വരുത്തേണ്ടതുമാണ്.

hn. F k. sk´nÂ
kIIcW kwLw cPnk{SmÀ

\¼À kn.F Â.än.(4) 4514/94 — kIIcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 28/3/1994

kÀ¡peÀ \¼À 9/94

hnjbw: **{]mYanI kIIcW kwL§Ä HutZmKnI `mchmInIfpsS hkXnIfnÂ kwL§fpsS NnehnÂ sSent^m¬ IW£\pIÄ kYm]n¡p¶X kw_Ôn¨ \nÀt±i§Ä.**

kqN\: **kIIcW kwLw cPnk{SmdpsS 28þ8þ91 se 24/91 \¼À kÀ¡peÀ**

{]mYanI kIIcW kwL§fnÂ sSent^m¬ D]tbmKn¡p¶X kw_Ôn¨ hyIXamb \nÀt±i§Ä kqN\bnse kÀ¡peÀ {]Imcw നൽകിയിട്ടുണ്ടായിരുന്നു. പ്രാഥമിക സഹകരണ സംഘങ്ങളുടെ ചിലവിൽ HutZymKnI `mchmInIfptSbpw kwLw DtZymKkY³amcpsSbpw hkXnIfnte¡ sSet^m¬ IW£\pItfm FIkä³ j t\m \ÂIm³]mSpffXsÃ¶pw \nehnepff C¯cw IW£\pIÄ hntOZn¡p¶Xn\pff അടിയന്തിര നടപടികൾ കൈക്കൊള്ളേണ്ടതാണെന്നും പ്രസ്തുത സർക്കുലറിൽ നിർദ്ദേശിച്ചിട്ടുണ്ട്.

F¶mÂ Nne {]mYanI kIIcW kwL§fnÂ HutZymKnI `mchmInIfpsS hkXnIfnÂ kwL§fpsS NnehnÂ \ÂInbn«pff ടെലിഫോൺ കണക്ഷനുകൾ തുടർന്ന് നൽകേണ്ടത് സംഘങ്ങളുടെ താൽപ്പര്യത്തിന് BhiyamsW¶pw AXn\mÂ AhXpSÀ¶p \ÂIm³ A\paXn \ÂIWsa¶pw ImWn¨ e`n¨ \nthZ\§Ä]cnt im[n¨Xnsâ ASnkYm\¯nÂ kqN\bnse kÀ¡pednse \nÀt±i§Ä¡ Nne t`ZKXn BhiyamsW¶p ImWp¶p.. AXnsâ ASnkYm\¯nÂ kqN\bnse kÀ¡pedn\ NphsS ]dbpw{]Imcw kÀ¡pednÂ `mKnIambn t`ZKXn hcp¯nbncn¡p¶p.

k l IcW kÀ¡peÀ kam l mcw

HutZymKn l `mhhm l n l fpsS h k Xn l fnÂ k l IcW kwL § fpsS ചിലവിൽ നൽകിയിട്ടുള്ള ടെലിഫോൺ കണക്ഷനുകൾ തുടർന്ന് നൽകേണ്ടത് B h i yamsW ¶ kwL ¯n\ t\_m[yapf f ] £w B bXn\ {] tXy l അനുവാദം അതാത് ജോയിന്റ് രജിസ്ട്രാർമാരിൽ നിന്നും വാങ്ങിക്കേണ്ടതാണ്. C ¯ cw At] £ lÄ e`n¡p¶] £w _Ôs¸« kwL ¯nsâ km¼¯n l സ്ഥിതിയിലും ടെലിഫോൺ കണക്ഷനുകൾ തുടർന്നു നൽകേണ്ടത് സംഘത്തിന്റെ XmÂ¸cy § Ä ¡ F{Xam{Xw k l mb l camsW ¶pw _Ôs¸« kwL ¯n\ CXn\mh i yamb Nnehp h l n¡m³ lgnbpsa¶pw t_m²yamb t i j w AXmXp tPmbnâ cPn k{SmÀamÀ Xmsg]dbp¶ hyh k Y l Ä ¡ hnt[bambn A\paXn \Â lmhp¶ XmW.

1. നിലവിൽ സംഘം പ്രസിഡണ്ടിന്റെ വസതിയിലേക്കുള്ള ടെലിഫോൺ കണക്ഷൻ മാത്രമേ പരിഗണിക്കേണ്ടതുള്ളൂ.
2. ടെലിഫോണിന്റ റെന്റൽ ചാർജ് മാത്രമേ സംഘം സ്വന്തം ഫണ്ടിൽ നിന്നും h l n¡phm³]mSpf fq. sSent^mWnsâ CXc NmÀPp lÄ kwLw പ്രസിഡണ്ടു സ്വന്തമായി വഹിക്കേണ്ടതാണ്. ഏതെങ്കിലും സാഹചര്യത്തിൽ Ah kwLwNnehm¡p¶psh¦nÂ {] kXpX Xp l _Ôs¸« hy lXnbn ൽ നിന്നും ഉടൻ ഈടാക്കേണ്ടതാണ്.
3. kwLw {] knUâp kYm\ ¯p \n¶pw _Ôs¸« hy lXn amdp¶ Ahkc ¯nÂ {] kXpX hy lXnbpsS h k Xnbnte ¡ kwL ¯nsâ പേരിൽ നൽകിയിട്ടുള്ള പ്രസ്തുത കണക്ഷൻ ഉടൻ വിച്ഛേദിക്കേണ്ടതും സംഘത്തെ തിരിച്ചേൽപ്പിക്കേണ്ടതുമാണ്.

{]mYan l k l IcW kwL § fpsS {] knU âpamcpsS h k Xn l fnte ¡ C\ntaÂ sSent^m¬ lW£ \p lÄ _Ôs¸« tPmbnâ cPn k{SmÀamcnÂ \n¶pw {] tXy l A\paXn e`n¨ t i j w am{Xta \Â lm³ ]mSpf fq. A ¯ cw A] £ lÄ hÃXpw e`n¡p lbmsW¦nÂ tPmbnâp cPn k{SmÀamÀ taÂ \nÀt±i n¨ am\Z Þ § Ä ¡ hnt[bambn am{Xta A\paXn \Â lm³]mSp f fq.

\nehnepff t l kp l fnÂtaÂ {] kXmhn¨ {] l mcw At] £ \Â ln രണ്ടു മാസത്തിനകം പ്രത്യേകാനുമതി വാങ്ങിയിട്ടില്ലാത്ത ഔദ്യോഗിക `mchm l n l fpsS h k Xn l fnte ¡ kwL § fpsS \nehnÂ \Â lnbn«pff FÃm sSent^m¬ lW£ \p l fpw DS³ hntOZn¡p¶Xn\ \S]Sn സ്വീകരിക്കേണ്ടതാണ്.

hn. F k. sk ´nÂ
k l IcW kwLw cPn k{SmÀ

sSet^m¬ kYm]n¡p¶XnÂ \nb{´Ww.

\¼À kn.F Â.än. (4) 44906/94 — k l IcWkwLw cPnk{Smdm^okv, Xncph\´]pcw, 19þ6þ95

kÀ¡peÀ \¼À 13/95

hnjbw: **{]mYanI k l IcWkwL §Ä þ kwL¯nse DtZymKkY³amcpsS hkXnIfnÂ kwL §fpsS sNehnÂ sSet^m¬ IW£\pIÄ \ÂIp¶Xp kw_Ôn¨v**

kqN\: 1. **k l IcWkwLw cPnk{SmdpsS 28þ8þ91se 24/91 \¼À kÀ¡peÀ**

2. **k l IcWkwLw cPnk{SmdpsS 28þ3þ94 se 9/94 \¼À kÀ¡peÀ**

{]mYanI k l IcWkwL §fnÂ sSet^m¬ D]tbmKn¡p¶Xp kw_Ôn¨v hyIvXamb \nÀt±i §Ä kqN\bnse kÀ¡peÀ {]Imcw നൽകിയിട്ടുണ്ടായിരുന്നു. പ്രാഥമിക സഹകരണസംഘങ്ങളുടെ ചെലവിൽ HutZymKnI `mchmInIfptSbpw kwLw DtZymKkY³amcptSbpw hkXnIfnte¡v sSet^m¬ IW£\pItfm F Iv kä³ jt\m \ÂIm³]mSpffXsÃ¶pw \nehnepff C¯cw IW£\pIÄ hntOZn¡p¶Xn\pff അടിയന്തിര നടപടികൾ കൈക്കൊള്ളേണ്ടതാണെന്നും സൂചന (1) സർക്കുലറിൽ നിർദ്ദേശിച്ചിട്ടുണ്ട്.

F¶mÂ Nne {]mYanI k l IcWkwL §fnÂ kwLw HutZymKnI `mchmInIfpsS hkXnIfnÂ kwL §fpsS sNehnÂ \ÂInbn«pff ടെലഫോൺ കണക്ഷനുകൾ തുടർന്ന് നൽകേണ്ടത് സംഘങ്ങളുടെ താൽപ്പര്യത്തിന് BhiyamsW¶pw AXn\mÂ Ah XpSÀ¶p \ÂIm³ A\paXn \ÂIsa¶pw ImWn¨v e`n¨ \nthZ\ §Ä]cnti m[n¨Xnsâ ASnkYm\¯nÂ kqN\ (1)se സർക്കുലർ നിർദ്ദേശങ്ങൾക്ക് ഭാഗിക ഭേദഗതി ആവശ്യമാണെന്നു കണ്ട് അതിന്റെ ASnkYm\¯nÂ kqN\ (2) kÀ¡peÀ `mKnIambn t`ZKXn hcp¯n kwLw പ്രസിഡണ്ടിന്റെ വസതിയിലേക്കുള്ള ടെലഫോൺ കണക്ഷൻ പരിഗണിക്കുന്നതിനും tPmbnâv cPnk{SmÀamÀ¡p \nÀt±iw \ÂInbncp¶p.

{]mYanI k l IcWkwL §fnse apJy DtZymKkY³amcpsS hkXnIfnÂ kwL §fpsS sNehnÂ \ÂInbn«pff sSet^m¬ കണക്ഷനുകൾ തുടർന്ന് നൽകേണ്ടത് ആവശ്യമാണെന്നും ആയത് തുടർന്ന് \ÂIm³ A\phZn¡Wsa¶papff At]£ IfpsS ASnkYm\¯nÂ നിലവിലുള്ള സർക്കുലർ നിർദ്ദേശങ്ങൾക്ക് ഭാഗികമായി വീണ്ടും ഭേദഗതി hcp¯p¶p. C¯cw Bhiyw kwLw`cWkanXn¡pt_m²yamIp¶]£w B bXn\v {]tXyI A\phmZw AXmXv PnÃbnse tPmbnâv cPnk{SmdnÂ \n¶pw

k I IcW kÀ¡peÀ kam Imcw

വാങ്ങിക്കേണ്ടതാണ്. ഇത്തരം അപേക്ഷകൾ ലഭിക്കുന്ന പക്ഷം ബന്ധപ്പെട്ട kwL¯nsâ km¼¯nI kYnXnbpw sSet^m¬ IW£³ XpSÀ¶p \ÂIp¶Xp kwL¯nsâ XmÂ¸cy§Ä¡ F{Xam{Xw k Imb IcamsW¶ Imcyhpw _Ôs¸« kwL¯n\ CXn\ Bhiyamb sNeh hIn¡m³ Ignbpsa¶pw kwLw em`¯nemtWm {]hÀ¯n¡p¶sX¶pw t_m²yamb tijw AXmXp tPmbnâ cPnk{SmÀamÀ Xmsg]dbp¶ hyhkYIÄ¡p hnt[bambn A\paXn \ÂImhp¶XmW.

1. \nehnÂ kwLw apJy DtZymKkYsâ hkXnbnepff sSet^m¬ കണക്ഷൻ കൂടി മാത്രമേ പരിഗണിക്കേണ്ടതുള്ളൂ.
2. ടെലഫോണിന്റെ റെന്റൽ ചാർജ്ജു മാത്രമേ സംഘം സ്വന്തം ഫണ്ടിൽ നിന്നും hIn¡m³]mSpffq.
3. kwL¯nsâ HutZymKnI kYm\¯p\n¶pw _Ôs¸« hyIXnamdp¶ Ahkc¯nÂ {]kXpX hyIXnbpsS hkXnbnte¡ kwL¯nsâ t]cnÂ \ÂInbn«pff {]kXpX sSet^m¬ IW£³ DS³ വിഛേദിക്കേണ്ടതും സംഘത്തെ തിരിച്ച് ഏൽപ്പിക്കേണ്ടതുമാണ്.
4. em`¯nÂ {]hÀ¯n¡p¶ kwL§fpsS At]£ am{Xta പരിഗണിക്കേണ്ടതുള്ളൂ.

{]mYanI k I IcW kwL§fnse DtZymKkY³amcpsS hkXnIfnte¡ C\ntaÂ sSet^m¬ IW£³ _Ôs¸« tPmbnâ cPnk{SmdnÂ \n¶pw {]tXyI A\paXn e`n¨ tijw am{Xta \ÂIm³]mSpffq.

\nehnepff tIkpIfnÂ taÂ {]kXmhn¨ {]Imcw At]£ \ÂIn രണ്ടു മാസത്തിനകം പ്രത്യേക അനുമതി വാങ്ങിയിട്ടില്ലാത്ത സംഘം DtZymKkY³amcpsS hkXnIfnte¡ kwL§fpsS sNehnÂ \ÂInbn«pff ടെലഫോൺ കണക്ഷൻ ഉടൻ വിഛേദിക്കുന്നതിന് നിർദ്ദേശം നൽകേണ്ടതാണ്.

an¶n amX}
k I IcW kwLw cPnk{SmÀ

\ ¼À kn.]n.(1) 56776/85 | k l IcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 11þ12þ85

kÀ¡peÀ \¼À 40/85

hnjbw: **{]mYanI hmbv]m k l IcW kwL§ÄþXcf[\w(^vfqbnUv dntkmgvk) kq£n¡p¶Xp kw_Ôn¨v**

kwkYm\s¯ `qcn]£w hmbv]m kwL§fpw, AhbpsS {]hÀ¯\ മൂലധനം വർദ്ധിപ്പിക്കുന്നതിലേക്ക് നിക്ഷേപങ്ങൾ സ്വീകരിച്ചിട്ടുണ്ട്. ഇപ്രകാരമുള്ള സഹകരണ സ്ഥാപനങ്ങൾ നിക്ഷേപകരുടെ താൽപ്പര്യം പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതും അതിലേക്ക് സാമ്പത്തിക അച്ചടക്കം പാലിക്കേണ്ടതുമുണ്ട്. തരളധനം kq£n¡p¶XnÂ GXm\pw kwL§Ä hogN hcp¯p¶Xmbn {i²bnÂs¸«cn¡p¶p.

_m¦nwK sdKpte j sâ]cn[nbnÂ hcp¶ k l IcW kYm]\§Ä എത്രത്തോളം തരളധനം സൂക്ഷിക്കണമെന്ന് റിസർവ് ബാങ്ക് നിർദ്ദേശിച്ചിട്ടുണ്ട്. C{]ImcwsN¿m¯ k l IcW kYm]\§sf,{]kXpX hogN¡Sn B lSnse hyhkYIÄ {]Imcw in£¡ hnt[bcm¡phm³ dnkÀh _m¦n\ അധികാരമുണ്ട്.. ബാങ്കിംഗ് റെഗുലേഷന്റെ പരിധിയിൽ വരുന്ന സഹകരണ kYm]\§Ä dnkÀh _m¦v \nÀt±in¨n«pff coXnbnÂ Xcf[\w(^vfqbnU റിസോഴ്സ്) സൂക്ഷിക്കേണ്ടതാണ്.

_m¦nwK sdKpte j³ B lSnsâ]cn[nbnÂ hcm¯, \nt£]§Ä സ്വീകരിക്കുന്ന സഹകരണ സംഘങ്ങൾ തരള ധനം സൂക്ഷിക്കേണ്ട വിധം സഹകരണ റൂൾ 63 ൽ വ്യക്തമാക്കിയിട്ടുണ്ട്. ഇത്തരം സംഘങ്ങൾ റൂളിൽ വ്യക്തമാക്കിയിട്ടുള്ള നിരക്കിൽ തരള ധനം സൂക്ഷിക്കേണ്ടത് നിക്ഷേപകരുടെ XmÂ¸cy¯n\ AXymhiyhpw CXnÂ hogN hcp¯p¶X IpäIchpamW.

taÂ kqNn¸n¨n«pff Imcy§Ä tPmbnâ cPnk{SmÀamÀ {]mYanI hmbv]m സംഘങ്ങളുടെ പ്രത്യേക ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതും അവ നിശ്ചിത നിരക്കിലുള്ള തരളധനം (ഫ്ളൂയിഡ് റിസോഴ്സ്) സൂക്ഷിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

hogN hcp¯p¶ kwL§fpsS taÂ \nba{]Imcamb \S]SnIÄ സ്വീകരിക്കേണ്ടതാണ്. നിക്ഷേപങ്ങൾ സ്വീകരിക്കുന്ന സഹകരണ സ്ഥാപനങ്ങൾ സാമ്പത്തിക അച്ചടക്കം പാലിക്കുന്നുണ്ടോയെന്ന് പരിശോധനാ വേളയിൽ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണെന്ന് എല്ലാ പരിശോധനാ ഉദ്യോഗസ്ഥൻമാർക്കും നിർദ്ദേശം നൽകേണ്ടതാണ്.

sI. hn. IcnIrjW³ \mbÀ
k l IcWkwLw cPnk{SmÀ

No.CP (2) 8217/89. Office of the Registrar of Co-operative Societies,
Trivandrum, 29-11-1989

CIRCULAR No. 68/89

Sub: **Maintenance of Fluid Resources by Co-operative Societies not coming under the purview of the Banking Regulation Act-provision of Rule 61 of the Kerala Co-operative Societies Act-compliance-Regarding.**

Majority of the Primary Agricultural Credit Societies in Kerala are at present having satisfactory level of deposits and the deposits constitute considerable portion of their working capital. It is needless to point out that strong public confidence is the prime requisite for any financial institution or class of such institutions for attracting and maintaining satisfactory level of deposits. This naturally brings with it the inevitable liability and added responsibility on the part of the institutions concerned to see that the deposits mobilised by them are profitably utilised and are promptly repaid on maturity. Therefore the administrative authorities have the necessary duty to ensure that none of the Primary Agricultural Credit Societies which receive deposits fail in this regard.

It is only with this end in view, specific provision has been made in the Kerala Co-operative Societies Rules (Rule 61) that every society which accept deposits but not coming within the purview of the B. R. Act shall maintain Fluid Resources at the rates prescribed therein, so that such societies shall not have any difficulty in discharging their deposit liabilities on maturity. There should not have been any failure on the part of the societies in adhering to this mandatory provision of the statute and further that the administrative and supervisory authorities of these societies should have ensured the compliance of the same.

However, it has come to notice that many of the Primary Agricultural Credit Societies which accept deposits are not maintaining the statutory ‘Fluid Resource and consequently some of them are finding it difficult to discharge liabilities towards their depositors in time. This kind of situation cannot be allowed to continue as it is disgrace to the whole co-operative sector. Such a situation will affect not only the working of the societies concerned but other societies accepting deposits also causing damage to public confidence and opinion.

If the inspecting and supervising officers of the department and District Co-operative Banks give due importance and attention to see that all the Primary

Agricultural Credit societies working under their control maintain the required fluid resources without fail this undesirable situation can be checked and avoided. It is therefore instructed that all officers of the department as well as those of District Co-operative Banks shall ensure that all Primary Agricultural Credit Societies working under their control which receive deposits maintain the minimum fluid resources as required by Rule 61 of the Kerala Co-operative Societies Rules. All Unit Inspectors are required to furnish from January, 1990 a monthly certificate to the Assistant Registrars (General) to the effect that all the Primary Agricultural Credit Societies working under their control have maintained the required fluid resources during the preceding month and action have been initiated in defaulted cases. Based on these certificates Assistant Registrars shall submit a further certificate to the Joint Registrar and the Joint Registrars in turn furnish the certificate to this office by 15th of each month.

The District Co-operative Banks are also required to obtain a similar certificate from the supervisory staff and review the position in the monthly staff conference. District Co-operative Banks are also requested to ensure that maintenance of required fluid resources by Primary Agricultural Credit Societies shall be made one of the conditions while sanctioning of loans.

It is also brought to the notice of the Joint Registrars and District Co-operative Banks that Government have taken serious note of the above situation. It is therefore desired that the actual position as it stands now has to be ascertained and reported to Government. All the Joint Registrars are required to furnish the following details so as to reach here before 15th December 1989.

1. No. of Co-operative institutions in the District not coming under the purview of the B. R. Act which receive deposits
2. Of the above No. of societies which do not maintain the required fluid resources.
3. Action taken to ensure that all the societies in item (2) above maintain the required fluid resources.

It may please be noted that any failure for proper and effective supervision and control of the societies will cause far reaching consequences and therefore all are requested to ensure that there is no case of defaults in this regard.

P. Prabhakaran
Registrar of Co-operative Societies

No. CG (1) 60846/91. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 9-12-91

CIRCULAR No. 38/91

Sub: **National Savings Scheme-Investment in Indira Vikas Patra treated as Government Security for the purpose of Fluid Resources by Co-operatives-instructions-issued.**

According to Clause under “Note” to Rule 63 of the K. C. S. Rules 1969, 90% of the market value of the Govt. securities including postal cash Certificate or National Savings Certificates can be taken for the purpose of Fluid Resources to be maintained by the Co-operative Institutions. In the Conference convened by the Hon’ble Minister for Finance in the presence Hon’ble Minister for Co-operation on 27-11-91, the postal authorities have agreed that the names of the societies who invest funds in Indira Vikas Patra would be affixed on the reverse side of the certificates, so that the risk of getting money on the Certificate by the bearer can be avoided. Though, Indira Vikas Patra has not been specifically mentioned in the clause to the Rule, the same also being Government security, 90% of its market value can be taken into account for the purpose of arriving at the Fluid resources to be maintained by the cooperatives as per rules. Under the circumstances, all credit Co-operative institutions which are not coming under the purview of the B. R. Act 1949, are informed that they can invest a portion of their resources in Indira Vikas Patra for the purpose of maintaining Fluid Resources as provided in Rule 63 of the K. C. S. Act, subject to the condition that such investment may not exceed 10% of the total fluid resources to be maintained by any society at any time.

V. S. Senthil
Registrar of Co-operative Societies

No.CP (1) 48996/91. Office of the Registrar of Co-operative Societies Thiruvananthapuram, 10-12-1992

CIRCULAR No. 50/92

Sub: **Co-operation- maintenance of fluid resources by Co-operative Credit institutions not coming within the purview of Banking Regulation Act 1949 Provision under Rule 63 of the Kerala Co-operative Societies Rules-compliance-Regarding.**

Ref: **Circular No. 68/89 dated 29-11-89 of Registrar of Co-operative Societies.**

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According to Rule-63 of the Kerala Co-operative Societies Rules 1969, the Cooperative credit Institutions not coming within the purview of Banking Regulation Act 1949 shall maintain fluid resources to the full value of fixed deposits matured and due for payment at the close of business on any day and 25% of the total of its demand and time liabilities at the close of business in any day (excluding the –full value of deposits matured and due for payment on that day) This provision is made in the Rules with a view to ensure that such Societies shall not have any difficulty in discharging their deposit liability on maturity, as such It is the statutory obligation on the part of all these Co-operatives to maintain prescribed level of fluid resources on every day without fail. Therefore all these credit co-operativs as well as the administrative and supervisory authorities has to ensure the compliance of the legal provisions.

It is however noticed that some of the Cooperative credit Institutions which accepts deposits are not maintaining the fluid resources to the prescribed extent. Consequently some of them are finding it difficult to discharge the liabilities towards their depositors in time. Since such a situation will adversely affect the working not only of the societies concerned, but other societies accepting deposits also causing damage to public confidence and opinion. Specific instructions were issued as per the reference cited for the proper maintenance of fluid resources and watching the same by the inspecting-and supervisory officers. But those instructions are not seen strictly adhered to by all concerned. There fore the following further instructions are issued with regard to the maintenance of fluid resources by the Credit Co-operatives which accept deposits but not coming within the purview of Banking Regulation Act and to watch the maintenance of the same.

All officers of the department as well as those of the District Co-operative Banks shall ensure that all Co-operative Credit Institutions working under their control which receives deposits maintain the minimum fluid resources as required under Rule 63 of the Kerala Co-operative Societies Rules without fail. The District Co-operative Banks are required to obtain a monthly return from each Primary Agricultural Credit Societies and Non Agricultural Credit Societies not coming within the purview of Banking Regulation Act showing particulars of the fluid resources maintained and the time and demand liabilities at the close of business on each Friday during the month. It shall be the responsibility of each of the above Primary co-operative society to furnish the monthly return in the enclosed proforma on or before 15th day of the month succeeding the month to which it relates to the respective branch of the District co-operative Bank concerned.

The District co-operative Banks shall review the position of each of the Primary societies quarterly and shall furnish the review report to the Registrar of Co-operative Societies Kerala State Co-operative Bank and the Joint Registrar of Co-operative Societies in the respective District before 25th of the month succeeding the quarter. The Joint Registrar on receipt of the review reports shall immediately take appropriate action against those societies which failed to maintain the required fluid resources and to ensure that all the credit co-operatives under their control maintain the required fluid resources adhering the mandatory provision of the statute. The District Co-operative Banks are also requested to ensure that maintenance of required fluid resource by the Primary Agricultural Credit Societies shall be made one of the necessary condition while sanctioning of loans.

It may please be ensured that the above instructions are strictly adhered to by all concerned.

Receipt of this circular is to be acknowledged.

V. S. Senthil
Registrar of Cooperative Societies

PROFORMA

Details of fluid resources maintained during the month of................................

Name of society:

(To be furnished to the District Co-operative Bank within 15 days from the end of the month to which it relates)

(Rounded off to the nearest thousand)
(At the close of business on)

	1st Fri.	2nd Fri.	3rd Fri.	4th Fri.	5th Fri.
1. Total time and demand liabilities					
2. Minimum amount of liquid assets to be held under Rule 63 of Kerala Coop. Societies Rules.					
3. Surplus-(+)/deficit (-) in the fluid resources actually maintained.					
4. Details of liquid cover					
(i) Cash in hand					

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(ii) Balance with Banks, Post Office Savings Bank, unencumbered investments representing statutory reserve fund.

(iii) 90% of Market Value of Govt. securities and other such securities approved.

(iv) 80% of Market value of Debentures of KSCADB.

(v) 80% of fixed deposits with other Banks approved by the Registrar of Co-op. Societies.

(vi) Undrawn portion of cash credit with any Banks approved by R. C. S. Or with Apex or Central Banks.

Total – 4.

Date: SIGNATURE

GOVERNMENT OF KERALA
Abstract

Finance Department-Co-operatives and Welfare Fund Boards-Investment of surplus funds-Instruction-orders issued.

FINANCE (ADMINISTRATION A) DEPARTMENT

G.O.(P)No.593/96/Fin. Thiruvananthapuram, 27-9-1996.

ORDER

The Collection under National Savings plays a major role in maintaining a healthy ways and mean position of the State Government. In order to boost up the collection under National Savings Schemes the following orders are issued.

(i) Upto 90% of the investments made by the Co-operative Institutions in Indira Vikas Patra and Kissan Vikas Patra will be considered for maintaining their Fluid resources.

(ii) All Welfare Fund boards constituted by the Government should remit their surplus funds either in National Savings Schemes or in Treasury Savings bank only.

By Order of the Governor
S. Varadachary
Principal Secretary (FIN.)

\¼À kn. BÀ (1) 23478/76 — k l IcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 18þ5þ76

kÀ¡peÀ \¼À 30/76

FÃm {]mYanI k l IcW kwL§fnepw AwK§Ä¡ kzÀ®]Wb¯n³taÂ hmb] sImSp¯p XpS§p¶ Imcyw]cnKWn¡mhp¶XmW. kzÀ®]Wb¯n³taÂ hmb] sImSp¯p XpS§phm³ B{KIn¡p¶ k l IcW kwL§Ä BbXnte¡ s]mXphmb N«§`Ä X¿mdm¡n AXmX ഡെപ്യൂട്ടി രജിസ്ട്രാർമാരുടെ അംഗീകാരം വാങ്ങേണ്ടതാണ്. അതിൽ ഡബിൾ ലോക്ക് സമ്പ്രദായം നടപ്പാക്കാനും, ഓഫീസിൽ പ്രത്യേക കൗണ്ടറും സേഫും ഉണ്ടാക്കാനും,]mt¡P C³ jzd³ kn\ hnt[bam¡m\papff hyhkYIÄ ഉൾക്കൊള്ളിച്ചിരിക്കേണ്ടതാണ്. ഇതിനകം തന്നെ സ്വർണ്ണ പണ്ട പണയത്തിൻമേൽ hmb] \ÂIp¶ kwL§ÄSn\nÀt±i§ÄDÄs¸Sp¯pIbpw Ah A\pkcn¨ പ്രവർത്തിക്കുകയും ചെയ്യേണ്ടതാണ്.

സഹകരണസംഘം രജിസ്ട്രാർക്കു വേണ്ടി

\¼À Pn.(3) 24291/76 — k l IcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 15þ7þ76

kÀ¡peÀ \¼À 49/78

hnjbw: **k l IcW kYm]\§Ä AhbpsS C³ jzd³ k Bhiy§Ä \nÀhIn¡p¶X kw_Ôn¨ \nÀt±i§Ä \ÂIp¶X.**

kqN\: **Cu B^oknse 28þ11þ1973 se 40/73 mw \¼À kÀ¡pedpw 3þ1þ1975 se 2/75 mw \¼À kÀ¡pedpw.**

kwkYm\s¯ an¡ hmdpw FÃm k l IcW kYm]\§fpw അംഗങ്ങളിൽനിന്നും പൊതുജനങ്ങളിൽ നിന്നും നിക്ഷേപങ്ങളും മറ്റും സ്വീകരിക്കുന്നുണ്ട്. {]tXyIn¨ Cu ASp¯ Ime¯ \nt£] kam lcW]²Xn{]Imcw IqSpXÂ തുകകൾ ഓരോ സഹകരണ സംഘത്തിലും നിക്ഷേപമായി ലഭിച്ചിട്ടുണ്ട്. പല നിശ്ചിത ആവശ്യങ്ങൾക്കായി ഈ തുകകൾ വിനിയോഗിക്കുന്നതിനു വേണ്ടി നല്ലൊരു ഭാഗം തുക kwL¯nÂ \o¡nbncn¸mbn ht¶¡mw. AwK§fnÂ \n¶pw s]mXpP\§fnÂ \n¶pw kam lcn¡p¶ XpIIÄ A]lcWw, lhÀ¨ apXemb hbnÂ \n¶pw ഇൻഷ്വറൻസ് പദ്ധതി മുഖേന കാത്തു സൂക്ഷിക്കേണ്ടത് അനിവാര്യവും ഓരോ kwL¯nsâ lSabpamW. BbXn\mÂ FÃm k l IcW kwL§fpw AhbpsS മുതൽ കൂടുതൽ അടിയന്തിരമായും ഇൻഷ്വർ ചെയ്തിരിക്കേണ്ടതാണ്.

FÃm k l IcW kYm]\§fpw AhbpsS C³ jzd³ k Bhiy§Ä നിർവഹിക്കേണ്ടത് സംസ്ഥാന ഇൻഷ്വറൻസ് വകുപ്പ് മുഖേനയായിരിക്കണമെന്ന apIfnÂ]dª ncn¡p¶ kÀ¡pedpIÄ apJm´ncw \nÀt±i§Ä \ÂInbncn¡p¶p.

C³ jzd³ k

F¶mÂ kwkYm\ C³ jzd³ k hIp¸n\ PnÃm Xe¯nÂ Hm^okpIÄ CÃm¯Xn\mÂ {]kXpX hIp¸nÂ C³ jzd³ k CS]mSpIÄ \S¯p¶Xn\ വരെയധികം ബുദ്ധിമുട്ടുകൾ അനുഭവപ്പെടുന്നതായി പരാതികൾ ലഭിക്കുന്നുണ്ട്.

PnÃm Xe¯nÂ B^okpIÄ XpS§p¶Xn\pff \S]SnIÄ FSp¯p വരുന്നതായി ഇൻഷ്വറൻസ് ആഫീസർ അറിയിച്ചിട്ടുണ്ടെങ്കിലും അതിനുണ്ടാകാവുന്ന Imehnfw_w k l IcW kYm]\§Ä¡ C³ jzd³ k CS]mSpIÄ \S¯p¶Xn\ കൂടുതൽ ബുദ്ധിമുട്ടുണ്ടാക്കുമെന്നുള്ളതുകൊണ്ട് അതൊഴിവാക്കുന്നതിനും സ്വകാര്യ C³ jzd³ k I¼\nIÄ tZihÂ ¡cn¡ s¸«n«pffXn\mepw NphsS]dbp¶ രീതിയിൽ ഇൻഷ്വറൻസ് ആവശ്യങ്ങൾ നിർവഹിക്കേണ്ടതാണ്.

FÃm {]mYanI k l IcW kwL§fpw AhbpsS C³ jzd³ k Bhiy§Ä tZihÂ IrX C³ jzd³ k I¼\nIÄ apJm´ncw \nÀhln¡mhp¶XmW. F¶mÂ km[yamIp¶nSt¯mfw kwkYm\ C³ jzd³ k hIp¸ apt J\ CXp \nÀhln¡p¶X DNnXambncn¡pw.

FÃm A¸Ik k l IcW kYm]\§fpwPnÃm k l IcW kYm]\§fpw kwkYm\ C³ jzd³ k hIp¸ aptJ\ C³ jzd³ k CS]mSpIÄ XpSÀ¶p നടത്തേണ്ടതാണ്.

k l IcW kwLwcPnk{SmÀ

No.CP(2) 31113/81K.Dis. Office of the Registrar of Co-operative Societies, Trivandrum, 16-11-81

CIRCULAR No. 52/81

Sub: **Thefts/Burglaries in Co-op institutions-Preventive measures.**

In continuation to this Office circular no. 17/81 the following instructions are issued.

1. All Joint Registrars are directed to see that all the societies in their district having gold loan business to take up insurance policies against theft, burglaries etc. for the full value of the gold they have from time to time.
2. They should do this within three months.
3. The Assistant Registrars and Co-operative Inspectors should verify this every time they visit the society.
4. Any proposal of Co-operative societies will be considered only if the institutions will strictly adhere to these instructions.

(Sd/-)
Additional Registrar of Co-operative Societies (Credit)

k l lcW kÀ ¡ peÀ kam l mcw

kn.]n. 1/59456/86. k l lcW kwLwcPnk{Smdm^ok, Xncph\´]pcw, 26þ12þ1986

kÀ ¡ peÀ \¼À 52/86

hnjbw: സ്വർണ്ണ പണയ പണ്ടങ്ങൾ-ഇ³ jzÀ sN¿p¶X kw_ Ôn¨ \nÀt±i §Ä

kqN\: Cu B ^okn\se 8þ2þ78 se kn. BÀ.]n.3/50058/77 (kÀ ¡ peÀ \¼À 1/78) \¼À kÀ ¡ peÀ.

kqN\bn\se kÀ ¡ pednte ¡ FÃm tPmbnâ cPnk{SmÀamcptSbpw{i ² £ Wn¡ p¶p. {] kXpX kÀ ¡ peÀ A\pkcn¨ kzÀ®]Wb hmb] \Â Ip¶ സഹകരണ സംഘങ്ങൾ സ്വർണ്ണ പണ്ടങ്ങൾക്ക് അവയുടെ മൊത്ത വിലയിൽനിന്നും കുറഞ്ഞത് 10% എങ്കിലും അധികമായ തുകക്ക് ഇൻഷ്വർ ചെയ്യേണ്ടതാണെന്നും \nÀt±in¨ncp¶p. F¶mÂ Sn \nÀt±iw kzÀ®]Wb hmb] \Â Ip¶ FÃm kwL § fpw IrXyambn]men¡ p¶nÃ F ¶pwC ¡ mcyw tPmbnâ cPnk{SmÀamÀ {i ²n¡ p¶nsÃ ¶pw t_m²yam¡ p¶ Nne kw`h §Ä Cu B ^oknsâ {i ² bnÂ s]«n¡ p¶p.

15 e £ ം രൂപ കമ്പോള വിലയുള്ള സ്വർണ്ണ പണ്ടങ്ങൾ വായ്പക്ക് ഈടായി hm§n kq£n¡ pI bpw 10 e £ w cq] ¡ am{Xw C³ jzd³ k FSp¡ pI bpw sNbXn«pff Hcp kwL ¯ nÂ \n¶pw 5 e £ w cq] I t¼mf hne bpff kzÀ® പണ്ടങ്ങൾ കളവു പോകുന്നതായാൽ ഇൻഷ്വറൻസ് തുകയായ 10 ലക്ഷം രൂപക്കുള്ള പണ്ടങ്ങൾ സംഘത്തിൽ അവശേഷിക്കുന്നതിനാൽ കവർച്ച പോയ പണ്ടങ്ങളുടെ hne C³ jzd³ k I¼\n \Â Ip¶XÃ. IqSmsX 15 e £ w cq] I t¼mf വിലയുള്ള സ്വർണ്ണ പണ്ടങ്ങൾ സൂക്ഷിക്കുകയും 10 ലക്ഷം രൂപക്കു മാത്രം C³ jzd³ k FSp¡ pI bpw sNbXn«pff kwL ¯ nÂ \n¶pw apgph³ kzÀ® hpw I fh t]m Ip¶] £ wC³ jzÀ sNbXn«pff 10 e £ w cq] am{Xta I¼\n kwL ¯ n\p \Â Ip I bpffq. _m¡ n hcp¶ 5 e £ w cq] bpsS \ jSw സംഘം തന്നെ വഹിക്കേണ്ടി വരുന്നതാണ്.

taÂ hnhcn¨ km I Ncy§ fnÂ Xmsg]dbp¶ \nÀt±i §Ä bmsXmcp വീഴ്ചയും കൂടാതെ സംഘങ്ങൾ പാലിക്കേണ്ടതാണ്.

1. kzÀ®]Wb hmb] \Â Ip¶ FÃm{]mYan I k l lcW kwL § fpw, പണയ പണ്ടങ്ങളുടെ മൊത്തം കമ്പോള വിലയുടെ 10% എങ്കിലും അധികരിച്ചുള്ള തുകക്ക് ഇൻഷ്വറൻസ് എടുക്കേണ്ടതാണ്.
2. kzÀ®]Wb hmb] \Â Ip¶ kwL §Ä AhÀ F{X Xp I ¡ mtWm സ്വർണ്ണ പണ്ട ഇൻഷ്വറൻസ് എടുത്തിട്ടുള്ളത് ആ തുകയെ അധികരിയ്ക്കുന്ന കമ്പോള വിലയുള്ള സ്വർണ്ണ പണ്ടങ്ങളിനുമേൽ സ്വർണ്ണ പണയ വായ്പ \Â Im³]mSnÃm ¯ Xm I p¶ p.

C³ jzd³ k

3. സ്വർണ്ണ പണ്ട ഇൻഷ്വറൻസ് കരാറിെ\ A [nIcn ¡ p¶ It¼mf hnebpff സ്വർണ്ണ പണ്ടങ്ങളിനുമേൽ വായ്പ നൽകുകയും അവ നഷ്ടപ്പെടുകയും ചെയ്താൽ തന്നിമിത്തമുണ്ടാകുന്ന നഷ്ടത്തിനുത്തരവാദി സംഘം സെക്രട്ടറി B bncn ¡ pw.

4. kwL ¯nsâ km¼¯nI \nebpw `{ZXbpw IW ¡nseSp¯ kwL ¯nÂ \n¶pw Hcp kabw \Â Imhp¶ kzÀ® ]Wb hmb] bpsS ]cn[nbpw C³ jzd³ k XpI bpw \niNbn ¡ p¶ Xn\pff _m[yX `cW kanXn ¡ mbncnípw. `cW kanXnbpsS \niNb¯n\pÄs¸« kzÀ® ]Wb C³ jzd³ k FSp ¡ p¶ Xn\pff _m[yX sk{I«dn ¡ mW. kzÀ® ]Wb hmb] bpsS ]cn[nbpw C³ jzd³ k XpI bpw \niNbn ¡ mXncn ¡ bpwsNbXXp \nan¯wC³ jzd³ k FSp ¡ mXncns ¡ സംഘത്തിനുണ്ടാകുന്ന നഷ്ടത്തിന് ഉത്തരവാദിത്വം `cW kanXn ¡ pw `cW സമിതിയുടെ തീരുമാനം നടപ്പിലാക്കാതിരുന്നത് നിമിത്തമുണ്ടായ നഷ്ടത്തിന് D¯chmZnXzw sk{I«dn ¡ pambncn ¡ p¶ XpamW.

Cu \nÀt±i §Ä tPmbnâ cPn k{SmÀamÀ FÃm k I IcW സംഘങ്ങളുടേയും ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതും സംഘങ്ങൾ ഇതു നടപ്പിലാക്കുന്നുണ്ടോ എന്ന് പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതുമാണ്.

sI. hn.\¼ymÀ
k I IcW kwLw cPn k{SmÀ

\¼À kn.]n (1) 27078/93 k I IcW kwLw cPn k{Smdm^o k, Xncph\´]pcw, 5þ8þ1993

kÀ ¡ peÀ \¼À 49/93

hn j bw: **kzÀ® പണ്ടങ്ങൾ–ഇൻഷ്വർ ചെയ്യുന്നത് സംബന്ധിച്ച നിർദ്ദേശങ്ങൾ.**

kqN\: **Cu B ^oknse 26þ12þ86se kn.]n.(1) 9456/86(kÀ ¡ peÀ \¼À 52/86) \¼À kÀ ¡ peÀ.**

kqN\bnse kÀ ¡ pednte ¡ FÃm tPmbnâ cPn k{SmÀamcptSbpw{i ² £Wn ¡ p¶p. {] k XpX kÀ ¡ peÀ{] Imcw kzÀ®]Wb hmb] \Â Ip¶ എല്ലാ പ്രാഥമിക സഹകരണ സംഘങ്ങളും പണയ പണ്ടങ്ങളുടെ മൊത്തം കമ്പോള hnebpsS 10% F¦nepw A[nIcn¨pff XpI ¡ C³ jzÀ ചെയതിരിക്കേണ്ടതാണെന്നും അങ്ങനെ ചെയ്യാത്ത പക്ഷം ഉണ്ടാകുന്ന നഷ്ടത്തിന് kwLw sk{I«dnbpw `cW kanXn AwK §fpw Hcpt]mse D¯chmZnI fmsW¶pw {]tXyIw \nÀt±in¨ncp¶p. F¶mÂ Sn \nÀt±iw kzÀ® ]Wb hmb] \Â Ip¶ FÃm kwL §fpw ]men ¡ p¶nÃ F¶pw tPmbnâ cPn k{SmÀamÀ C ¡ mcyw{i ²n ¡ p¶nsÃ¶pw t_m²yam ¡ p¶ Nne kw`h §Ä Cu B ^oknsâ {i ² bnÂ s]«cp¶p.

k l IcW kÀ¡peÀ kam lmcw

CubnsS Xr i qÀ PnÃbnÂ Hcp kÀhok k l IcW _m¦nsâ {_m©nÂ]Wm] lcWhpw lhÀ¨bpw \S¶Xnsâ ^eambn 16 e£ ¯ne [nlw cq] വിലയുള്ള സ്വർണ്ണ പണ്ടങ്ങൾ അപഹരിക്കപ്പെട്ടപ്പോൾ ബാങ്ക് ഇൻഷ്വർ ചെയ്തിരുന്നത് tlhew8 e £ wcq] ¡pam{XamW. \ j Ss¸« apXepw C³ jzd³ k]cnc £ bpw തമ്മിൽ 8 ലക്ഷത്തിലേറെ വ്യത്യാസമുള്ളതായി കാണുന്നു. സ്വർണ്ണ പണ്ടം സ്വീകരിച്ചു കൊണ്ട് വായ്പ വിതരണം ചെയ്യുന്ന പല സംഘങ്ങളും വായ്പ തുക മാത്രം കവർ sN¿p¶ hn[¯nÂ am{XamW Ct¸mgpw C³ jzd³ k FSp¡p¶X. C§s\ അപര്യാപ്തമായ തുകക്ക് ഇൻഷ്വർ ചെയ്താലുണ്ടാകാവുന്ന നഷ്ടത്തിന് DZm l cWamW taÂ hnhcn¨X. CX Hcp Häs¸« kw`hambn lW¡m¡m³]äp¶XÃ. B bXn\mÂ CX Hcp]mTambn]cnKWn¨ taemse¦nepw C¯ cw നഷ്ടമുണ്ടാകാതിരിക്കാൻ എല്ലാ സംഘങ്ങളും പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

taÂ hnhcn¨ km l Ncy§ fnÂ Xmsg]dbp¶ \nÀt±i §Ä bmsXmcp വീഴ്ചയും കൂടാതെ കർശനമായി സംഘങ്ങൾ പാലിക്കേണ്ടതാണെന്നു B hÀ ¯n¡p¶p.

1. kzÀ®]Wb hmb] \Â lp¶ k l IcW kwL §Ä kzÀ® പണ്ടങ്ങളുടെ കമ്പോള വിലയിൽ കുറഞ്ഞത് 10% എങ്കിലും അധികമായ തുകക്ക് നിർബന്ധമായും ഇൻഷ്വർ ചെയ്യേണ്ടതാണ്.

2. സ്വർണ്ണ പണ്ട ഇൻഷ്വറൻസ് പരിരക്ഷക്ക് അധികരിക്കുന്ന കമ്പോള വിലയുള്ള സ്വർണ്ണ പണ്ടങ്ങളിനുമേൽ വായ്പ നൽകുകയും അവ നഷ്ടപ്പെടുകയും ചെയ്താൽ തന്നിമിത്തമുണ്ടാകുന്ന നഷ്ടത്തിനു സംഘം സെക്രട്ടറിയും `cW kanXn AwK§ fpw lq«mbpw shtÆsdbpw D¯ chmZn l fmbncn¡pw.

3. kwL ¯nsâ km¼¯n l \nebpw `{ZXbpw lW¡nseSp¯ kwL ¯nÂ \n¶pw Hcp kabw \Â lmhp¶ sam¯w kzÀ® ]Wb hmb] bpsS ]cn[nbpw C³ jzd³ k Xp l bpw \n i Nbn¡p¶Xn\pff _m[yX kwLw `cW kanXn¡mbncnÍp¶XmW. `cW kanXnbpsS Xocpam\ {] lmcw kzÀ®]Wb C³ jzd³ k FSp¡p¶Xn\pff _m[yX sk{I«dn¡mW.

4. kzÀ®]Wb hmb] bpsS]cn[nbpw C³ jzd³ k Xp l bpw \n i Nbn¡mXncn¡p l bpw C§s\ C³ jzd³ k FSp¡mXncns¡ സംഘത്തിനുണ്ടാകുന്ന നഷ്ടത്തിന് ഉത്തരവാദിത്വം ഭരണ സമിതിക്കും ഭരണ സമിതിയുടെ തീരുമാനം നടപ്പിലാക്കാതിരിക്കുന്നത് നിമിത്തമുണ്ടാകുന്ന \ jS¯n\ D¯ chmZnXzw sk{I«dn¡pamsW¶ \n i Nbn¨ncn¡p¶p.

ടി നിർദ്ദേശങ്ങൾ സംഘങ്ങളുടെ പ്രത്യേക ശ്രദ്ധയിൽ കൊണ്ടു വരികയും Ch]men¡m¯ kwL§ fpS taÂ lÀi\ \S] Sn lÄ tPmbnâ cPn k{SmÀamÀ സ്വീകരിക്കേണ്ടതുമാണ്.

hn. F k. sk´nÂ
k l IcW kwLw cPn k{SmÀ

No.CB (1) 8140 (97) Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 29-9-1997

CIRCULAR No. 24/97

Sub: **Comprehensive Crop Insurance Scheme-State Crop Insurance Fund Committee-meeting-decision-follow up action-reg.**

During the meeting of States Crop Insurance Fund Committee held on 12-9-1997 in the Chamber of APC the representative of GIC has pointed out that the amount received by the PACS towards the Crop insurance claims are not regularly credited to the accounts of the loanees and the amount thus released by GIC is being kept under suspense account by the societies. In the said meeting held under the chairmanship of Agricultural production commissioner it has been decided that the amount pending adjustment with the PACS on this account should be released to the beneficiaries immediately and the claim received by the societies should be passed on to the beneficiaries then and there itself without keeping the amount under suspense. The amount received from GIC can not be kept under suspense account by the Societies on the simple reason that such loan accounts have been closed.

Under the above circumstances the societies are directed to strictly follow the practice of releasing/crediting the amount received from GIC on account of Crop Insurance claim then and there itself without keeping such amount under suspense account. The amount now being kept under suspense on this account should be released/credited to the accounts of beneficiaries immediately. Any slackness on the part of societies in this regard will be viewed very seriously, and appropriate action will be taken against such societies.

Sheela Thomas
Registrar of Co-operative Societies

GOVERNMENT OF KERALA
FINANCE (ESTABLISHMENT-D) DEPARTMENT

No. 75/97/Fin. Thiruvananthapuram, 6-10-97

CIRCULAR

Sub: **Insurance of Co-operative Institutions and Khadi Board through Kerala State Insurance Department-regarding.**

k l IcW kÀ¡peÀ kam lmcw

Ref: **Lr.No.Ins/Estt. A3/37820/97 dtd. 25-8-1997 from the Director of Insurance, Thiruvananthapuram.**

The Insurance Department is to transact Insurance business of all undertakings in which State Government have substantial financial interest, as share holder, lender or guarantor. It has however been brought to the notice of Government that Co-operative Institutions including Co-operative bank and Khadi Board are approaching other insurance companies for their insurance transactions.

2. The Registrar of Co-operative Societies is therefore requested to ensure that insurance business of Cooperative institutions, including Co-operative Banks and Khadi Board working with financial aids from Government should be transacted only through Kerala State Insurance Department. Any lapse in this regard will be viewed seriously by Government.

3. Director of Insurance shall watch the position and report to the Government cases of deviation for taking further action.

Dr. Alok Sheel
Secretary (Finance, Expenditure)

No. CRP (4) 26158/77. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 17th June 1978

CIRCULAR No. 23/78

Sub: **Guidelines to implement by all Primary Co-operative Bank (Coming under the B.R.Act 1949) seeking permission to open new places of business.**

Consequent on the discussion the Joint Registrar of Co-operative Societies (Credit) had with the officials of the Agricultural Credit Department of the Reserve Bank of India for giving permission to open new branches of business by the Primary Co-operative Banks, the following guidelines are issued to all Primary Co-operative Banks coming under Banking Regulation Act.

(i) No branch advisory committee can be constituted for effectively achieving the objectives as envisaged in the letter No. A.CD (T) 4516/ X (b) 76/7 dated 27-5-1977 sent by Reserve Bank of India as the Committee will have no legal validity to take decision. For this purpose a sub-committee/ Committees will be constituted by the Primary Urban Co-operative Bank with a member of the Board elected from the area where the branch/ branches are situated.

(ii) Representative General Body will be constituted by every primary Co-operative Bank. The area will be divided into definite ward constituencies in such a way that a branch or in case the Bank has more branches a group or near by branches are situated in such wards or constituencies representation will be given in the board for persons from the ward.

(iii) Loan Sub-Committee/Committees will be constituted in such a way that one representative from the branch or branches will be represented in the Sub-Committee so constituted.

The Sub-Committees will be given/delegated with necessary powers to sanction loans, admit members etc.

(iv). The bye-laws of the Primary/Urban Co-operative Bank will be amended incorporating the above provisions.

(v). All Primary (Urban) banks are directed to adopt the above amendment within a period of six months or before the conduct of the next elections to the Board of Directors.

(Sd/-)
For Registrar of Co-operative Societies

No. CP1-18192/81 Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 23-4-1981

CIRCULAR No. 17/81

Sub: **Opening of branches by primary Agricultural Credit societies and Urban Co-op. Banks not coming under the purview of Banking Regulation Act-Instructions issued.**

In the annual conference of District Co-operative Banks and Deputy Registrars held on 20-1-1981 at Trivandrum, it was decided that the Deputy Registrars should not accord sanction to the Primary Agricultural Credit Societies for opening of new branches. It was also decided that in deserving cases, the Deputy Registrars and District Co-operative Banks concerned will jointly survey and study in detail the feasibility and viability of the proposed branch and make specific recommendation to the Registrar along with survey report and other relevant details for considering sanction for the branch.

2. On receipt of application for a new branch of a primary Agricultural Credit Society, the Deputy Registrar and the District Co-operative Bank will jointly survey the locality for the proposed branch and identify the potential for growth. The area should be capable of providing adequate business for the branch. Detailed study and survey should be conducted regarding the area to assess the potential and prospects for enrolling of new members, for deposit mobilisation and scope for lending with special reference to productive purposes. The potential for the proposed area should be clearly adequate to enable the branch to become self-supporting and to attain viability within a period of one to two years.

3. The Primary Agricultural Credit Society which seeks permission to open new branch should satisfy the following conditions also.

a) There should be provision in the bye-laws of the society to open branches;

b) The proposed branch should be within the area of operation of the society;

c) The overdue position of the society should be reasonably low, and should not, however, exceed 25%;

d) The society should not have any overlapping of area of operation with any other society of similar type. In case, there is overlapping, arrangements should have been made to avoid dual membership;

e) The society should have maintained the minimum fluid resources as required under rule 63 (i) of the K.C.S. rules;

f) The society should have necessary trained staff to man the branch;

g) The society should have attained a reasonable level of loan business and managerial efficiency at the time of application;

h) The financial position and general working of the society should be satisfactory.

4. The Deputy Registrars while forwarding proposals for according sanction to open branches, should ensure that the society has satisfies all the above conditions and that the Joint survey reveals ample scope for the successful working of the proposed branch(es)

5. Before considering the application of the society for a new branch, the Deputy Registrar will also ensure that in the area where the new branch is proposed to be opened, there is no prospect for a new Primary Agricultural Credit Society to come up at least for some time in the near future.

6. The above instructions will also be applicable, mutatis mutandis, for opening of new branches by Urban Co-operative Banks which do not come under the purview of the Banking Regulation Act.

7. Deputy Registrars should instruct the Primary Agricultural Credit societies and Urban Cooperative Banks coming under the purview of the B.R. Act, that, irrespective of the provisions in the bye-laws new branches will here after be opened only with the prior permission from the Department.

8. Receipt of this communication will be acknowledged.

K. J. Thomas
Joint Registrar (Credit)

No.CLT (3) 48754/88 Office of the Registrar of Co-operative Societies
Trivandrum, 26-5-1988

CIRCULAR No. 20/88

Sub: **Opening of branches of Primary Co-operative Agricultural Development Banks-Norms regarding-Instructions issued.**

Ref: **NABARD's letter No. Plan 11277/PL/150/87-88 dated 25-3-88.**

As per the reference cited, NABARD have conveyed certain norms for opening of new branches of the existing Primary Co-operative Agricultural Development Bank. Based on the same also, the following instructions are issued in this regard.

2. The basic requirement is that the proposed branch and the parent bank after opening the new branch, should be potentially viable. A loan business measured in terms of loans outstanding of about Rs. 80-100 lakhs for a particular unit is considered to make a branch potentially viable. Even if the proposed branch and the parent bank after opening of the new branch, are likely to achieve this level of business within the next 2-3 years and are likely to sustain the same, the unit will be considered as viable.

3. Another criteria to be considered for opening of new branches is that the parent bank should be earning profit for the last 3 years and the proposed unit is also likely to earn profit within the next 2-3 years. However, special consideration will be given to the proposed branch, if the area is predominantly of tribal population.

4. The Primary Co-operative Agricultural Development Bank which seeks permission to open new branch should satisfy the following conditions also.

(a) There should be provision in the bye-laws of the bank to open branches.

(b) The proposed branch should be strictly within the area of operation of the bank.

(c) The overdue position of the bank should be reasonably low and should not exceed 25%. Details of the over due position of the 3 previous co-operative years should accompany the proposal.

(d) The bank should not have any overlapping of area of operation with any other Primary Co-operative Agricultural Development Bank.

(e) The bank should have attained a reasonable level of loan business and managerial efficiency at the time of submitting application for a new branch.

(f) The financial position and general working of the bank should be satisfactory and audit completed up to the previous year.

(g) The bank should have adopted the model bye-laws prescribed by Registrar of Co-operative societies.

(h) The new branch shall be run by development of the existing staff of the bank. A resolution of the Board agreeing to the above condition has also to be forwarded along with the proposal.

5. Before forwarding the proposal to this office the Joint Registrars shall along with a senior officer of the Kerala Co-operative Agricultural Development Bank conduct a joint and detailed study and assess the necessity for the branch

in the area and the potential and the prospects for enrolling new members, scope for lending for productive purposes etc. after study, they should be convinced of the potentiality of the area of the proposed branch and ascertain whether the branch can become self supporting and attain viability within a period of 2 to 3 years. The Joint Registrars and Officer of Kerala State Co-op: Agricultural Development Bank will also ensure that in the area where the new branch is proposed to be opened there is no prospect for registering a new Primary Co-operative Agricultural Development Bank in the near future. Notes on the working of the branch, sketch map showing headquarters of the proposed branch etc. should also accompany the joint study report.

6. The Joint Registrars are instructed that, while forwarding the proposals recommending sanction to open branches they should make sure that the Primary Co-operative Agrl. Development Bank has satisfied all the above conditions, and that there is ample scope for the successful working of the proposed branch. They will also ensure that all the enclosures mentioned below are scrutinised and forwarded to this office along with the proposal. There specific remarks on the proposal should also be communicated in the covering letter addressed to this office.

7. The following proformas duly filled up (Existing) should also accompany the proposal.

a) Proforma No.I (Details regarding the proposed branch)

b) Proforma No.II (Particulars relating to the loaning business of the primary co-op: agricultural development bank and the proposed branch) for the last 3 years and next 3 years proposed)

c) Proforma No.III (Details of probable establishment charges as per the existing staff pattern for the proposed branch)

d) Other enclosures:-

1. Copy of the Registered bye-laws of the bank.
2. Project report of the proposed branch prepared by the Bank.
3. Joint Survey report of the proposed branch (after conducting the study of the Joint Registrar and the Senior Officer of the Kerala State Co-op: Agricultural Development Bank)
4. Tentative balance sheet and profit and loss Account upto the previous quarter.

5. Copies of Board resolutions (in duplicate)

6. Sketch and Map showing Head quarters and proposed branch.

7. Latest profit and loss account and audited balance sheet of the bank.

U. Jayanarayanan
Registrar of Co-operative Societies

No.CB(4) 70034/87. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 27-12-1989

From
The Registrar of Co-operative Societies

To
The Secretary,
All Urban Banks,
(Through Joint Registrars)

Sir,

Sub: **Issue of no objection certificate to Urban Co-op: Banks for opening branches-regarding.**

As per the instructions of Reserve Bank of India for the opening of a branch of an Urban Co-operative Bank within the area of operation, of the "no-objection certificate was not issued by the Department within 2 months from the date of application. The applications for the license for the opening of a branch might be considered by the Reserve Bank of India without the same. It has been brought to the notice of this office that there are instances where the Reserve Bank of India issued licence for opening branches of Urban Co-operative Banks without No-Objection Certificate from Department on account of the reason mentioned above. On the other side it is also seen that the Urban Banks are not applying to the Department for the No-objection Certificate well in advance, so as to enable them to produce the same to Reserve Bank of India and along with the application. The following instructions are therefore issued in the matter.

1. The Urban Co-operative Banks will hereafter apply to Reserve Bank of India for license to open branches only after obtaining the No-objection Certificate from the Department.

2. For that purpose the application in the proper form with all details should be forwarded to Registrar of Co-op: Societies through Joint Registrar well in advance so that Registrar of Co-operative Societies could consider it and dispose of the same within the prescribed time of two months from the date of application.

imJ Xpd ¡ Â

The attention of the Joint Registrar of Co-operative Societies are also invited to letter No. CB (4) 2227/88 dated, 3-10-88 where in they were instructed to ensure that timely action is taken on the proposals of the Urban Banks for No-objection Certificate and to forward the same to Registrar of Co-operative Societies with all details prescribed by Reserve Bank of India so as to enable Registrar of Co-operative Societies to consider the proposal within the prescribed period of 2 months. They are once again requested to strictly adhere to the instructions issued so as to avoid inconveniences to the Banks on account of the delay in issuing the No-objection Certificate.

Yours Faithfully
For Registrar of Co-operative Societies

\¼À kn. F Â.än.(3)58350/91

k l lcW kwLw cPn k{Smdm^ok
Xncph\´]pcw, 11þ12þ1991

kÀ¡peÀ \¼À 45/91

hnjbw: **{]mYanI k l lcW ImÀjnI hnIk\ _m¦pIÄþ]pXnb {_m©pIfpw k_ Hm^okpIfpw Xpd¡p¶Xn\mbn At]£ IÄ \ÂIp¶Xp kw_Ôn¨v.**

kqN\: **12þ11þ91 se kwkYm\ k l lcW ImÀjnI {Kma hnIk\ _m¦nsâ Pn.2/26636/ F k.H./90þ91 mw \¼À I¯v.**

{]mYanI k l lcW ImÀjnI hnIk\ _m¦pIÄ k_ Hm^okpIÄ Xpd¡phm³ Xocpam\saSp¡pIbpw AX kwkYm\ k l lcW ImÀjnI {Kma hnIk\ _m¦ A\phZn¡pIbpw AXn\p ti jw AwKoImc¯n\mbn Cu Hm^oknte¡ Ab¡pIbpw sN¿p¶ coXn icnbmb coXnbÃ. {]mYanI _m¦pIÄ k_ Hm^okpItfm, {_m©pItfm XpS§p¶Xn\ cPn k{SmdpsS ap³ Iq«nbpff A\phmZw Bhiyamw. AXnte¡pff At]£ IÄ {]mYanI _m¦pIÄ tPmbnâ cPn k{SmÀamÀ hgn Bhiyamb iq]mÀi k lnXw Cu ഓഫീസിലേക്ക് അയക്കേണ്ടതും അത് പരിശോധിച്ച് സംസ്ഥാന കാർഷിക വികസന _m¦nsâ A`n{]mbw Bcm ª ti jw cPn k{SmÀ bpIXamb Xocpam\w FSp¡p¶XpamW. FÃm {]mYanI ImÀjnI k l lcW \_m¦pIfpw taeÂ k\_ Hm^okpIÄ Bcw`n¡phm³ taÂ hnhcn¨ \S]Sn {Ia§Ä പാലിക്കേണ്ടതാണെന്നറിയിക്കുന്നു.

sI. jwkp±o³
AUoj WÂ cPn k{SmÀ (s{I Unä)

k l IcW kÀ¡peÀ kaml mcw

\¼À kn._n.(3) 2465/2000 k l IcW kwLw cPn k{Smdm^o k Xncph\´]pcw, 4þ11þ2000

kÀ¡peÀ \¼À 48/2000

hnjbw: **k l IcW kYm]\§Äþ imJ I Ä amäÂ þ Ah[n {I ao I cn¡Âþ k a b a mäw hcp¯Â XpS§nbh þ {I ao I cn ¡ p¶ Xn\ amÀ¤ \nÀt±iw]pds¸Sphn¡p¶X kw_Ôn¨.**

kqN\: **1. kÀ¡mcnsâ 18þ12þ89 se Pn.H.(Fw.F k) 63/99 k l. \¼ÀD¯ch**

2. Cu Hm^oknse 23þ4þ81 se 17/81 mw \¼À kÀ¡peÀ

kwkYm\s¯ Nne {]mYanI kÀhok k l IcW _m¦pIÄ, k l IcW AÀ_³ _m¦pIÄ, PnÃm k l IcW _m¦pIÄ F¶nh X§Ä¡ A\phZn¨p \ÂInb kYe¯p \n¶pw imJ I Ä amän asämcp kYet¯¡ {]hÀ¯\w \S¯p¶Xmbpw Ah[nZn\ §Ä, {]hÀ¯\ kabw F¶nh bpw amäw hcp¯ntbm]pXp¡n \nÀ® bnt¨m {]hÀ¯n¨p hcp¶Xmbpw Cu Hm^oknsâ {i²bnÂ s]«ncn¡p¶p. cPn k{SmdpsS ap¶ \phmZw IqSmsXbpff C¯cw \S]Sn I Ä aqew kYm]\ §fnse AwK§Ä¡pw CS]mSpIm À¡pw Poh\¡m À¡pw A k u I cyhpw _p²nap«ും ഉണ്ടാക്കുന്നുവെന്നും ശ്രദ്ധയിൽ പെട്ടിരിക്കുന്നു. ഇപ്രകാരമുള്ള പരാതികൾ Hgnhm¡p¶ Xn\mbn Xmsg]dbp¶ amÀ¤ \nÀt±i §Ä]pds¸Sphn¡p¶p.

1. A \nhmcyamb ImcWw IqSmsXbpw cPn k{SmdpsS AwKoImcw hm§msXbpw Hcp {]tZi¯ A\phZn¨p \ÂInb imJ I Ä asämcp kYet¯¡ amän kYm]n¡m³]mSpffXÃ.
2. A\phZn¨p \ÂInb imJ asämcp kYet¯¡ amän സ്ഥാപിക്കേണ്ടതുണ്ടെങ്കിൽ ആയതിന്റെ കാരണം കാണിച്ചുള്ള ഭരണസമിതി തീരുമാനം ഈ ഓഫീസിൽ നൽകി അനുവാദം വാങ്ങേണ്ടതാണ്.
3. നിലവിലുള്ള പ്രവൃത്തി ദിനങ്ങളും പ്രവർത്തന സമയവും പാലിക്കേണ്ടതുമാണ്.
4. {]hÀ¯n Znhk§fnepw {]hÀ¯\ kab¯n\pw amäw വരുത്തേണ്ടതുണ്ടെങ്കിൽ ആയതിനുള്ള കാരണം കാണിച്ച് ഈ ഓഫീസിൽ നിന്നും മുന്നനുവാദം വാങ്ങേണ്ടതാണ്.
5. _m¦nwK sdKpte j³ B IÌnsâ]cn[nbnÂ s]Sp¶ kYm]\§Ä ഇക്കാര്യത്തിൽ റിസർവ് ബാങ്ക് നൽകുന്ന നിർദ്ദേശങ്ങളും പാലിക്കേണ്ടതാണ്.

C{]Imcw kwkYm\s¯ FÃm k l IcW kYm]\§Ä¡pw s]mXphmb Hcp GIoIrX coXn Ahew_n¡p¶X Cu taJebpsS {]hÀ¯\ ]ptcmKXn¡ DNnXamb ncn¡psa¶pw B bXn\mÂ, Cu kÀ¡peÀ \nÀt±iw എല്ലാ സ്ഥാപനങ്ങളും കർശനമായും പാലിക്കേണ്ടതാണെന്നും അറിയിക്കുന്നു.

[cwhoÀ
k l IcWkwLw cPn k{SmÀ

No. 41811/69/G3. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 15th November 1969

CIRCULAR No. 44/69

Sub: **Co-operative Societies-Irrecoverable items of assets-Write-off proposals-Regarding.**

Ref: **Letter No. PL2-1985/69/PL2 dated 30-9-1969 from the Deputy Registrar, Palghat.**

In his letter cited above, the Deputy Registrar, Palghat has stated that as per rule 62 of the rules framed under the Act every write off proposal should be accompanied by a Certificate signed by the auditor appointed under Section 63 of the Act. He has also solicited instructions regarding the procedure to be adopted in such cases, since it will be difficult for the societies to obtain the certificate from the auditors.

The rules do not stipulate that the write off proposals should be accompanied by a certificate signed by the auditor. It only says that such of the dues to the society including loans and interest thereon which are found irrecoverable, and certified as such by the auditors appointed under Section 63 may be written off with the approval of the general body and sanction of the Registrar. Under clause (iv) of sub rule (5) of rule 64, the auditor has to furnish a schedule with full particulars of any money or property belonging to the society which appears to the auditor to be bad or doubtful debts, along with the audit report. Hence all bad debts included in the Schedule as Bad Debt can be taken as irrecoverable debt as certified by the auditor for the purpose of write off.

It has however to be noted that the mere classification of an item as bad or doubtful by the auditor is not ground for write off. It is the responsibility of the society to exhaust all possible steps for recovery before recommending write off to the general body. The resolution to be moved in the general body should be based on definite office note and Board's recommendation to the general body as to the steps exhausted and how the board has come to the conclusion that the amounts involved are irrecoverable. Before giving sanction for write off, the Deputy Registrars should satisfy themselves that the above conditions are satisfied.

K. Krishnan Nambiar
Registrar of Co-operative Societies

No.G.(1) 31794/70. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 2nd September 1970

CIRCULAR No. 50/70

Sub: **Circulars from Department, Government, Reserve Bank of India etc., and important correspondence from Registrar-President and Board Members to be kept informed of – Instructions issued.**

In the course of discussion by Registrar with the President of one of the District Banks, the action taken about the introduction of Credit Card came on. The President said that he was yet to see the departmental circular in this regard.

From this position it is presumed that there is not a systematic arrangement for the purpose of keeping the President and Board members informed of the important circulars of Department, Reserve Bank of India and Government. It is essential that all policy decisions and important Circulars from the Department, Reserve Bank of India Government of Kerala, Government of India and Kerala State Co-operative Bank are considered and discussed in the Executive Committee and Board Meetings. For this purpose it is necessary that an important Tappal Registrar showing a gist of the subject and other details of such circulars and correspondence is maintained in Central Banks where they do not have already such system. This register will be in addition to the general Tappal Register. It is the responsibility of the Manager/Secretary to the Bank to see that important decisions of conferences, minutes of discussions policy decision and circulars etc., of the Department and other appropriate authorities are placed for consideration in the Executive Committee and Board meetings duly accompanied by a brief but clear office note.

All Managers/Secretaries of the Central Co-operative Banks are requested to acknowledge receipt of this Circular.

K. Krishnan Nambiar
Registrar of Co-operative Societies

No.ADL (1) 15788/71. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 26th May 1971

CIRCULAR No. 14/71

INTRODUCTION OF DOUBLE ENTRY SYSTEM OF BOOK-KEEPING IN CO-OPERATIVE SOCIETIES/BANKS

Double entry is the most scientific system of Book-keeping, and it is the only system in which both the aspects-the receiving aspect and the giving aspect-of every business transaction can be simultaneously recorded in the books of accounts. This is system is both simple and universal in its application. Advantages of keeping books in Double Entry System are many. It is for these reasons that this system is adopted in most of the modern business houses in the Public as well as in the private sectors.

Co-operatives, with all its fundamental principles and ideologies, are essentially business or economic organisations. The growing complexities of co-operative business side by side with the vast new ground that is being covered by the Co-operative movement requires skilled and scientific management for the efficient working of Co-operative Societies, so that they stand on a par with any modern business organisation. Keeping accounts in a scientific manner is an important factor contributing to the efficiency of the organisation. Despite the enormous progress the Co-operative movement has recorded all these years, it is still at the starting line so far as the system of accounting in co-operatives is concerned. That some co-operatives are keeping their accounts in more or less Double Entry System, is, however, not overlooked. This is a draw back on the movement, and this will stand in the way of its healthy growth. So it is high time that co-operative societies adopt double entry system for keeping their books of accounts. But it is not easy to ask each and every society in this State to switch on to this system overnight.

Therefore, to start with, we will introduce this system in the Kerala State Co-operative Bank, the Central Co-operative Banks, and in such of the Primary Cooperative Banks coming under the purview of the Banking Regulation Act as are in a position to adopt this system. Accordingly these institutions will adopt Double Entry System of accounts with effect from 1st July, 1971.

The Kerala State Co-operative Bank will take the lead and initiative in this regards, and do all that is necessary to introduce this system in all the banks. Training classes for theory, and study tours for practice, may be arranged for

the personnel of the Co-operative Banks under the auspices of the State Co-operative Bank. It will be advantageous if the trainees get their practical training in small batches for a week or so. For this the State Co-operative Bank may, if necessary, request the assistance of the State Bank of India, State Bank of Travancore and other leading commercial Banks.

The forms now in use for the preparation of "Notes of Audit" by the auditors in respect of the State Co-operative Banks and the Central Co-operative Banks require revision to satisfy the various provisions in the Kerala Co-operative Societies Act and Rules, and to be in keeping with the Double Entry System of accounts. The revised forms have to be got ready before finalising the audit of these banks for the year 1971-72. For this also the Kerala State Co-operative Bank may take the initiative and suggest revised form of audit note.

The Registrar of Co-operative Societies will examine them and prescribe suitable forms.

The receipt of this circular may be acknowledged

K. Krishnan Nambiar
Registrar of Co-operative Societies

No.20050/71/G3. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 25th June 1971

CIRCULAR No. 28/71

Sub: **Co-operative Societies-Custody of cash, properties etc.-Instructions issued.**

The attention of all Co-operative Institutions is invited to clause 47 of the Kerala Co-operative Societies Rules 1969, according to which the paid Secretary/ Manager of the society shall be the custodian of cash, securities and all other properties of the society. Subject to the overall control of the President. If there is no Paid Secretary/Manager it shall be the duty of the President to arrange to keep the cash balances and other assets including bonds and securities under safe-custody. He will also act as the Treasurer of the society in cases where there are no specific provisions in the bye-laws to elect or appoint a treasurer. It has come to the notice of the Registrar, that in some societies where there are Paid Secretaries/Managers, the custody of cash balance is still retained by the President or other honorary Treasurers. This is contrary to the provisions of the rules. Even if there is a provision in the bye-laws to the

contrary it has no force at all, vide section 110 (2) (ii) of the Act. The Secretary/ Manager is found to follow the provisions in the rule in such cases and be alone will be held responsible if any misuse or irregularity in cash balance is noticed. In all such cases the societies may amend the bye-laws suitably, to be in conformity with the provisions of the rules.

The Deputy Registrars and Circle Officers are also requested to issue necessary instructions to the societies in the matter and also see that such societies propose necessary amendments to the bye-laws to be in conformity with Act and Rules.

K. Krishnan Nambiar
Registrar of Co-operative Societies

No.G-3/47966/71. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 22nd February 1972

CIRCULAR No. 11/72

Sub: **Procedure in maintaining and recording the Minutes of the meeting of the Board of Directors, Sub-Committees, General body meeting etc. Instructions-Issued.**

It is brought to the notice of this office that there is no uniform procedure in maintaining and recording the Minutes of the meetings of the Board of Directors etc. of the different types of Co-operative Institutions. It is high time that the Co-operative Institutions develop a proper procedure about business meetings. In view of the fact that there is no definite directions in this regard; the following instructions are issued for strict compliance.

(i) The Secretary shall be responsible for preparing Agenda for the Meeting. Agenda should be written up at the left hand side of the Minute Book leaving sufficient space for writing up the decisions at the right hand side against each item. The Secretary shall sign below in token of having placed the Agenda. The relevant papers in support of all items included in the Agenda should be put up by the Secretary to the President with his detailed notes for placing before the Meeting. The items suggested by the President or other Members of the Committee should also be included in the Agenda by the Secretary.

(ii) As far as possible, the full text of the Agenda and notes should be communicated to the Directors along with the Notice of the meeting.

(iii) The Secretary should attend all the Meetings i.e. Board Meeting, Sub Committee Meeting and General body.

(iv) The discussion in respect of each item of the Agenda may be recorded by the President or by any member of the Board authorised on this behalf. The resolutions should be in clear terms and any vague resolutions such as “office note approved” etc. should be avoided as it may create unnecessary complications to implement the suggestions.

(v) In big societies the Minutes should be communicated individually to all the Committee members.

(vi) The minutes Book shall be kept under safe custody by the Secretary and shall be made available for inspection by the President and other Directors at all reasonable times. But it shall not be removable by the president or other Committee Members outside the office premises.

(vii) Blank spaces in the Minute Book should be scored out and all corrections, overwritings, erasures etc. should be clearly noted at the end before the Minutes are signed by the President and other Committee Members.’

(viii) The Minutes of the Meeting should be attested by all the members of the Board who were present at the Meeting and that the Proceedings have to be read out and recorded at the subsequent meeting.

All the Co-operative Institutions are requested to adopt the above procedure scrupulously.

K. Krishnan Nambiar
Registrar of Co-operative Societies

No.PL&C (3) 19124/71. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 18th March 1972

CIRCULAR No. 12/72

Sub: **Retention of Cash balance by Primary Societies-Instructions issued.**

It has been noticed by this office that the existing provisions in the bye-laws of Primary Co-operative Societies provides for retention of Cash balance at a very Low Level and this was one fixed in the very early period of working of scoeities. Now the societies have grown on all levels undertaking different activities such as distribution of Agricultural inputs, marketing, consumer business, introduction of Credit Card system, acceptance of all kinds

of deposits etc. the limit fixed in the bye-laws of the societies are often found inadequate when compared with the requirements. Therefore, it is felt that there is a need to have a re-look on the level fixed for retention of cash balance by Primary Societies.

The Central Co-operative Banks and the Kerala State Co-operative Bank have been consulted and their views in this regard were obtained. Most of the Central Banks held the view that no hard and fast rule can be prescribed for fixing the limit, as this can be fixed only in relation to the daily business requirements nature of deposits held by the societies, loan transactions etc. This may vary from society to society.

The views of the Kerala State Co-operative Bank is that the minimum cash balance to be kept by the society may be fixed taking into account the position and nature of deposits, volume of business, proximity to the branches of Central Banks and in consultations with the financing bank.

The suggestions of Central Banks and Kerala State Co-operative Bank have been examined in detail and considering all the aspect, following instructions are issued.

The Cash balance to be kept by the primaries should be fixed, taking into account the positions and nature of deposits held by the societies, volume of business, fluid resources required and proximity to the branches of Central Co-operative Banks etc. the limit should be fixed in consultation with the financing bank and with approval of the concerned Deputy Registrars of the Districts. All Primary Societies are hereby advised to make necessary amendments to the provisions in the bye-laws of the societies suitably as instructed above.

(Sd/-)
For Registrar of Co-operative Societies

\¼À F.Un.F Â.(3)45111/75

k l lcW kwLw cPn k{Smdm^ok,
Xncph\´]pcw, 8þ9þ1975

kÀ¡peÀ \¼À 72/75

hnjbw: **സഹകരണ സംഘങ്ങളിൽ സന്ദർശക ഡയറി വക്കേണ്ടതിനുള്ള \nÀt±iw.**

സഹകരണ സംഘങ്ങൾ, പൊതുവായി വക്കേണ്ടുന്ന റെക്കോർഡുകൾ ഏതെല്ലാമെന്ന്, കേരളാ സഹകരണ സംഘം റൂൾ 29 ൽ പ്രതിപാദിച്ചിട്ടുണ്ട്. ഇതിൽ

k l IcW kÀ¡peÀ kamIcw

kµÀiI Ubdnsb¸än {]tXylw]dª n«nsÃ¦nepw \Ã \nebnÂ പ്രവർത്തിക്കുന്ന മിക്കവാറും സംഘങ്ങൾ സന്ദർശക ഡയറി വച്ചു പോരുന്നുണ്ട്. kwLw kµÀin¡p¶ {]apJ A\ptZymKkY hylXnIfptSbpw Un¸mÀ«psaâ DtZymKkY³amcptSbpw aä [\Imcy GP³ knbnse DtZymKkY³amcptSbpw അഭിപ്രായങ്ങൾ രേഖപ്പെടുത്തുകയാണ് ഇതു കൊണ്ട് ഉദ്ദേശിക്കുന്നത്. എന്നാൽ _Ôs¸« DtZymKkY³amcpsS kµÀi\ hnhc§Ä Cu UbdnbnÂ അപൂർവമായിട്ടേ രേഖപ്പെടുത്തി കാണുന്നുള്ളൂ. മറിച്ച് രേഖപ്പെടുത്തുന്നുണ്ടെങ്കിൽ Xs¶bpw AhcpsS kµÀi\ hnhc§Ä Hät\m«¯nÂ a\Ênem¡p¶Xn\ ബുദ്ധിമുട്ട് നേരിടുന്നു. അതുകൊണ്ട്, ഡിപ്പാർട്ടുമെന്റ് ഉദ്യോഗസ്ഥൻമാരുടേയും aä [\kImb GP³ knIfnse DtZymKkY³amcptSbpw HutZymKnI kµÀi\ hnhc§Ä am{Xw tcJs¸Sp¯p¶Xn\ Hcp kµÀiI Ubdn k l IcW Un¸mÀ«psaânsâ `cW¯nepff FÃm k l IcW kwL§fpw വച്ചു പോരേണ്ടതാണ്. സംഘം സന്ദർശിക്കുന്ന എല്ലാ ഡിപ്പാർട്ടുമെന്റ് DtZymKkY³amcpw, [\kImb GP³ knIfnse DtZymKkY³amcpw AhcpsS kµÀi\ hnhcw hniZambn Cu UbdnbnÂ FgpXn km£ys¸Sp¯nbncn¡Ww.

Cu kÀ¡peÀ {]kn²oIrXamIp¶tXmSpIqSn k l IcW Un¸mÀ«psaânsâ Iognepff FÃm kwL§fpw taÂ]dª kµÀiI Ubdn വക്കേണ്ടതും അവർ അങ്ങനെ ചെയ്യുന്നുണ്ടോ എന്നും, ഉദ്യോഗസ്ഥൻമാർ അവരുടെ സന്ദർശന വിവരം അതിൽ കൃത്യമായി രേഖപ്പെടുത്തുന്നുണ്ടോ എന്നും _Ôs¸« sU]}«n cPnkv{SmÀamcpw AknkvämâpcPnkv{SmÀamcpw Dd¸p വരുത്തേണ്ടതാണ്. സന്ദർശക ഡയറിയിൽ അവശ്യമുണ്ടായിരിക്കേണ്ട വിവരങ്ങളുടെ ഒരു മാതൃക അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്.

Sn. F³. PbN{µ³
k l IcW kwLw cPnkv{SmÀ

kµÀiI Ubdn

(Un¸mÀ«psaâ DtZymKkY³amÀ¡pw [\kImb GP³ kn ഉദ്യോഗസ്ഥൻമാർക്കും വേണ്ടി)

kµÀi t\mt±iw

kµÀin¨ XobXn	DtZymKt¸c	(]cnt im[\, At\zjWw, taÂt\m«w XpS§nbh)	DtZymKØsâ H¸	dnamÀ¡

s]mXp \nÀt±i §Ä

\¼À F k. kn.än.(2)

k l IcW kwLw cPn k{Smdm^ok, Xncph \ ´]pcw, 16þ6þ1988

kÀ¡peÀ

hn j bw: **]«n I PmXn/]«n I hÀ¤ k l IcW kwL §fpsS Xmeq¡ seh Â tbmK§Ä IqSp¶X kw_Ôn¨ amÀ¤ \nÀt±i §Ä**

FÃm amk hpw \n i NnX XobXn I fnÂ]«n I PmXn /]«n I hÀ¤ k l IcW സംഘങ്ങളുടെ താലൂക്ക് തല മീറ്റിംഗ് കൂടുന്നതിന് ഇപ്പോൾ സംവിധാനം ഉണ്ടെന്ന് I mWp¶p. F ¶mÂ Cu GÀ¸mSn\ sF Icq]yanÃ. Nne PnÃI fnÂ FÃm താലൂക്കുകളിലും ഇതിന് സംവിധാനമുണ്ടെങ്കിൽ മറ്റു ചില ജില്ലകളിൽ ചില Xmeq¡ pI fnse tbmK¯n\ XobXn \n i Nbn¨n«nÃ. aäp Nne PnÃI fnÂ Cu kwhn[m\ta \nehnenÃ F ¶ ImWp¶p.(DZm:CSp¡n, FdWmIpfw,ae¸pdw, I®qÀ) ചില ജില്ലകിൽ ഒന്നിൽ കൂടുതൽ താലൂക്കുകളിൽ ഒരേ ദിവസം യോഗം കൂടുന്നുണ്ട്.

]«n I PmXn/]«n I hÀ¤ k l IcW kwL §fpsS {]hÀ¯\w AhtemI\wsN¿p¶Xn\pw AhbpsS{] i\ §Ä¡ At¸mgt¸mÄ]cnImcw കണ്ടെത്തുന്നതിനും എല്ലാ മാസവും ഒരു നിശ്ചിത തീയതിയിൽ താലൂക്ക് തലത്തിൽ tbmK§Ä kwLSn¸n¡p¶X Hcp B h i yamWv. Sn tbmK§fnÂ Xmeq¡ A kn käâ cPn k{SmÀamÀ ¡p]pdta C³ ks] ISÀamcpw PnÃbnse A kn käâ രജിസ്ട്രാർമാരും (പ.ജ.പ.വ.) സംബന്ധിക്കേണ്ടതും പ്രശ്ന പരിഹാരത്തിന് \nÀ_ Ô amWv. Cu tbmK§fnÂ Hmtcm kwL¯ntâ bpw ap³ amks¯ {]hÀ¯\w hnebncp¯p¶tXmsSm¸w ¹m³ k Ioanepff]ptcmKXn, kwL §fpsS{]hÀ¯\w A`nhr²ns¸Sp¯p¶Xn\pff amÀ¤§Ä [\ k Imb kYm]\ §fnÂ \n¶pw [\ k Imbw e`yam¡p¶Xp kw_Ôn¨ s^Utdj \pambn _ Ôs¸« Imcy§Ä Fw.F ^.]n.t i JcW¯nsâ]ptcmKXn മറ്റു പൊതുവായ കാര്യങ്ങൾ മുതലായവ ചർച്ച ചെയ്യേണ്ടതും ആവശ്യമായ തീരുമാനങ്ങൾ കൈക്കൊണ്ട് തുടർ നടപടി നടത്തേണ്ടതുമാണ്. കൂടാതെ സംഘങ്ങളിൽനിന്നും ഓരോ മാസവും കിട്ടേണ്ട പുരോഗതി റിപ്പോർട്ടുകൾ Ab¡phm³ Bhi yamb hnhc§Ä t i Jcn¡p¶Xn\pw Cu kwL §sf kw_ Ôn¨ ImemIme §fnÂ]pds¸Sphn¡p¶ \nÀt±i §fpw aäpw kwL §Ä¡ e`yam¡p¶Xn\pw Cu tbmK§sf D]tbmKs¸Sp¯mhp¶XmWv.

B bXn\mÂ taÂ kqNn¸n¨ coXnbnÂ \n i NnX XobXnbnÂ FÃm amk hpw Xmeq¡ Xe¯nÂ]«n I PmXn /]«n I hÀ¤ k l IcW kwL §fpsS `mchm I n I fptSbpw _ Ôs¸« h I p¸ DtZymK kY³amcptSbpw tbmK§Ä I rXyambn hnfn¨p Iq«p¶Xn\pw FÃm P\dÂ A kn käâ cPn k{SmÀamtcmSpw CXn\mÂ \n j ¡À j n¨psImffp¶p. C{] Imcw IqSp¶ tbmK§fpsS \S]Sn hnhcw tPmbnâ cPn k{SmÀamÀ¡pw cPn k{SmÀ¡pw bYmkabw

ലഭ്യമാക്കേണ്ടതുമാണ്. ഈ യോഗങ്ങളിൽ അതാതു ജില്ലയിലെ പട്ടികജാതി/പട്ടിക വർഗ്ഗ അസിസ്റ്റന്റ് രജിസ്ട്രാർ നിർബന്ധമായും പങ്കെടുക്കേണ്ടതും ഇതു kw_ Ôn¨ hnhc§Ä Hmtcm amkhpw A b¡p¶ Un.H.\tcäoh dnt¸mÀ«nÂ ഉൾക്കൊള്ളിക്കേണ്ടതുമാണ്. ഇപ്രകാരം പട്ടികജാതി/പട്ടിക വർഗ്ഗ അസിസ്റ്റന്റ് cPnk{SmÀ ¡pw]s¦Sp¡ ¯ ¡ coXnbnÂ tbmK§fpsS XobXn tPmbnâ രജിസ്ട്രാറുടെ അംഗീകാരത്തോടുകൂടി നിശ്ചയിക്കേണ്ടതും ടി യോഗങ്ങളിലെല്ലാം പട്ടികജാതി/പട്ടിക വർഗ്ഗ സംഘങ്ങളും പങ്കെടുക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്. പുതുക്കി നിശ്ചയിച്ച തീയതികളുടെ വിവരം ഈ മാസം 30þmw തീയതിക്ക് മുമ്പായി അറിയിക്കേണ്ടതുമാണ്. ജൂലൈ മാസം മുതൽ പുതുക്കിയ തീയതി പ്രാബല്യത്തിൽ വരുത്തേണ്ടതുമാണ്. പ്രസ്തുത യോഗങ്ങളിൽ പട്ടികജാതി/]«nI hÀ¤ s^Utdjsâ {]Xn\n[n IqSn kw_ Ôn¡p¶X]e ImcyK§fnepw Xocpam\§Ä ssIs¡mffm³ D]bpIXambncn¡psa¶Xn\mÂ tbmK hnhcw ഫെഡറേഷനേയും അറിയിക്കേണ്ടതാണ്. ടി യോഗങ്ങളിൽ കഴിയുന്നിടത്തോളം ജോയിന്റ് രജിസ്ട്രാറും സംബന്ധിക്കുവാൻ ശ്രദ്ധിക്കേണ്ടതാണ്.

Cu kÀ¡peÀ ssI¸änb hnhcw aS¡ ത്തപാലിൽ അറിയിക്കേണ്ടതാണ്.

k l IcW **സംഘം രജിസ്ട്രാർക്കുവേണ്ടി**

\¼À C.Fw.(1)15758/92

k l IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 02þ03þ1995

k l IcW kwLw cPnk{SmÀ
Xncph\´]pcw

FÃm tPmbnâ cPnk{SmÀamÀ¡pw
FÃm A knkäâ cPnk{SmÀ (P\dÂ) amÀ¡pw
(tPmbnâ cPnk{SmÀ apt J \)

kmÀ,

hnjbw: **k l IcWwþt_mWÊ B IŠnepw tIcf k l IcW kwLw B IŠnepw \nj¡Àjn¨n«pffXnÂ IqSpXÂ t_mWÊ / F Ik t{Kjy \Â InbX þ Xncn¨p]nSn¡p¶X kw_ Ôn¨.**

kqN\: **kÀ¡mcnsâ 13þ12þ94 se 15072/_n.2/92/k l \¼À I ¯**

kwkYm\s¯ k l IcW kwLw cPnk{SmdpsS `cW \nb{´W¯n³ Iognepff FÃm k l IcW kYm]\§fnepw 1990þ1991 hÀjwDÄs¸sS AXphsc ജീവനക്കാർക്ക് നൽകിയിട്ടുള്ള ബോണസ്സ് ആഡിറ്റിൽ തടഞ്ഞു വച്ചിട്ടുണ്ടെങ്കിൽ അത് സംഘം പൊതുയോഗം അംഗീകരിക്കുന്ന പക്ഷം എഴുതിത്തള്ളുന്നതിന് വേണ്ട \S]SnIÄ FSp¡phm³ XmÂ¸cys¸Sp¶p. Cu hnhcw k l IcW kwL§fpsS ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതാണ്.

Xm¦fpsS hnizkvX³

സഹകരണസംഘം രജിസ്ട്രാർക്കു വേണ്ടി

s]mXp \nÀt±i §Ä

No.G.35252/93. Office of the Registrar of Co-operative Societies,
Trivandrum, 18-9-1993

CIRCULAR No. 59/93

Sub: **Co-operative-management-Reporting system-computerisation-Instruction issued-Regarding.**

The resource position of the Primary Agricultural Credit Societies in the State has been considerably increased during recent years. In the circumstances the institutions also have considerably and correspondingly developed an efficient management reporting system, and ensure that their accounting shall be made upto date. However effective reporting system is yet to be developed in these institutions so as to overcome this drawbacks and to ensure efficient management reporting system, it is found necessary that at least accounting of major PACS, which are having deposit of Rs. 5 crores and above have to be considered for computerisation. The societies coming under the above category may consider, as to whether computers may be installed in the societies, to ensure prompt accounting and efficient management reporting system with the minimum expenditure and by utilising the services of existing staff.

The societies, which are coming under the above category which consider for computerisation, for the effective management accounting system shall submit their proposal for approval for purchasing the computer, to this office, through the Joint Registrars of the district. The Joint Registrars shall forward the proposals with his specific remarks, invariably containing the following details.

(a) Number of members in the society.

(b) Number of deposit accounts and the total amount of deposits outstanding (specify the S.B./FD/CA. Other accounts etc.)

(c) Deposits received during the past 5 years with the number of new accounts opened during each year under each category and amounts received.

(d) Loans issued for the last 5 years (Specify the category wise details with number of loans and total amounts of loans under each category).

(e) Overdue percentage (at the members level) (at the Bank level).

(f) Whether the deposits collected by the bank are properly utilised?

(g) Number of Staffs.

(h) Whether the bank has an effective accounting system.

(i) Year upto which audit completed.

(j) Profit / loss (as per P&L Account of last audit certificate)

(k) Profit/loss (as per last availed Balance Sheet).

(l) Whether the society is having a Concurrent Auditor.

(m) Action taken by the bank to bring down the overdue portion.

(n) Establishment charges to Total income and working capital.

(o) % of Establishment charges to total income and working capital.

(p) Whether the computerisation is found necessary and how it is proposed to operate the system with the existing staff.

(q) Total expenditure expected by the bank towards the installation of computer (for Hardware and software separately).

Apart from the above, a certificate from the Assistant Registrar (General) in the Taluks or the Concurrent Auditor of the banks stating that the society is free from corrupt practices. The societies shall install the computer only after getting the permission of the Registrar and by inviting sealed quotations.

All Joint Registrars are requested to ensure and see that the above directions are followed, while sending proposals to this office.

V. S. Senthil
Registrar of Co-operative Societies

No.G.21017/94 Office of the Registrar of Co-operative Societies, Thiruvananthapuram

CIRCULAR No. 14/94

Sub: **Kerala Co-operative Societies Act, 1969 - powers by Chairman/ Chief Executive-clarifications-Regarding.**

Subject to the provisions of the Kerala Co-operative Societies Act the Rules made thereunder, and the bye-laws the final authority of a Co-operative Society shall vest in the General Body of its members. The General Body of a society has to constitute a committee in accordance with the bye-laws and entrust the Management of the affairs of the Society to such Committee. The Committee has to function in accordance with the provisions of Kerala Co-operative Societies Act, the Rules and Bye-laws. The Bye-laws of Co-operative Institutions provide for appointment of a Chief Executive (Secretary/Managing

Director/General Manger). The powers and duties of the Chief Executive are specifically prescribed by the Bye-laws. As per the Bye-laws the powers of the Chairman/President of the Committee are limited to the overall control of the institution, and presiding over the meetings. The powers of the President/ Chairman for the overall control do not include interference with the day to day functions of the institution or the functions which are specifically entrusted to the Chief Executive by the Bye-laws. The duties that are specifically entrusted to the Chief Executive have to be performed only by him. The Chairman/ President is only to ensure that the policy decisions taken by the Committee are properly executed or implemented by the Chief Executive.

However, it has come to the notice of the undersigned that in certain Co-operative Institutions the Chairman / President interferes with the day to day affairs of the institution and performs himself the duties that are specifically entrusted to the Chief Executive. Such action on the part of the Chairman/President is improper and violative of the provisions of Bye-laws of the society. If any failure on the part of the Chief Executive in the discharge of his duties is noticed by the President/Chairman he can bring it to the notice of the Committee for taking appropriate action. He may also direct the Chief Executive to keep in abeyance further action in any matter, if he is satisfied that such further action will be contrary to the provisions of law or against the better interests of the society. In such cases the matter should be brought to the notice of the committee at the earliest for its consideration and decisions, However the Chairman/President shall not arrogate to himself the powers which are entrusted to the Chief Executive as per the bye-laws. It is however made clear that the foregoing clarification is not intended to take away any of the powers specifically conferred on President/ Chairman by the KCS Rules or the Bye-law of the society.

V. S. Senthil
Registrar of Co-operative Societies

\¼À sF. kn.Un.]n.41039/96

k l lcW kwLw cPnk{Smdm^o k,
Xncph\´]pcw, 31þ1þ1997

kÀ¡peÀ \¼À 6/97

hnjbw: **kwtbmPnX k l lcW hnI k\ ]²Xn amÀ¤\nÀt±i §Ä \ÂIp¶Xþkw_Ôn¨.**

tlcf¯nÂ hb\mS,]me¡mS, tIm«bw, CSp¡n,]¯\wXn«, Xri qÀ PnÃlfnÂ kwtbmPnX k l lcW hnI k\ ]²Xn (sF. kn.Un.]n.)

k l IcW kÀ¡peÀ kam lmcw

XpS§nbn«pffXpw AhbnÂ hb\mS,]me¡mS, tIm«bw PnÃIfnÂ]²Xn
പൂർത്തീകരിക്കുകയും മറ്റു ജില്ലകളിൽ അവ നടന്നുകൊണ്ടിരിക്കുകയായാണെന്നും
AdnhpffXmWtÃm. aäp]²XnIfnÂ \n¶p hn`n¶ambn 100% hmbv]bpw
HmIcnbpambn kÀ¡mcnÂ \n¶pw km¼¯nI klmbw e`n¡psa¶Xn\mÂ
Cu]²Xn¡pw \Ã kzoIcWamWv kwL§fpsS `mK¯p \n¶pw e`n¨n«pffX.
F¶mÂ C§s\ DZmcambn km¼¯nI klmbw e`n¡p¶Xn\mÂ `qcn`mKw
kwL§fpw (\Ã \nebnÂ {]hÀ¯n¡p¶hbpw \Ã {]hÀ¯\w CÃm¯
സംഘങ്ങളും) ഈ സാമ്പത്തിക സഹായം വലിയ കെട്ടിടങ്ങൾ ഉണ്ടാക്കുവാൻ
D]tbmKn¡p¶Xmbn Cu Hm^oknsâ {i²bnÂ s]«ncn¡p¶p. Hcp {]mYanI
സംഘത്തിന്റെ നാനാവിധമായ പ്രവർത്തനത്തിന് അത്യാവശ്യം വേണ്ടതായ ഒരു
sI«nSw \nÀ½n¡p¶Xn\v]Icw km¼¯nI `{ZXbnÃm¯ kwL§Ä t]mepw
സർക്കാർ ധന സഹായമായി ലഭിക്കുന്ന തുകയും സ്വന്തം ഫണ്ടും സംഘത്തിന്റെ
{]hÀ¯\¯n\v BhiyanÃm¯ coXnbnepff Iqä³ sI«nS§fpsS \nÀ½mW¯n\v
D]tbmKn¡p¶Xmbn ImWp¶p. DZmIcambn sI«nS\nÀ½mW¯n\mbn kÀ¡mÀ
\ÂIp¶ [\klmbw 3.60 e£amsW¶ncnt¡ 10 e£¯n\pw 20 e£¯n\pw
ഇടക്കുള്ള തുക വേണ്ടി വരുന്ന കെട്ടിടങ്ങൾ നിർമ്മിക്കുന്നതായി കാണുന്നു. ഇത്
t{]mÂkmI\P\Iamb Hcp ImcyaÃ. kwL¯nsâ _nkn\knS\ _m[n¡pw.
ബിസിനസിന് ഉപയോഗിക്കേണ്ട ഫണ്ട് കെട്ടിടനിർമ്മാണത്തിന്
ഉപയോഗിക്കുന്നതുകൊണ്ട് ബിസിനസിൽ സാരമായ മാന്ദ്യം സംഭവിക്കാൻ ഇടയുണ്ട്.
asämcp{it²bamb Imcyw sI«nS \nÀ½mW¯nsâ sS³UÀ kw_Ôn¨mWv.
sS³UÀ XpIbpsS 100% Â Gsd A[nIcn¨ sI«nS\nÀ½mWw
നടത്തേണ്ടിവരുമ്പോൾ സംഘത്തിന്റെ സാമ്പത്തിക ഭദ്രത തകർന്നു പോകും എന്നത്
ഒരു വസ്തുതയാണ്. ഇതു നിരുത്സാഹപ്പെടുത്തേണ്ടിയിരിക്കുന്നു.

മറ്റൊന്ന് പ്രോജക്റ്റ് നടപ്പിലാക്കുന്നതിന് വിവിധ ഏജൻസികളിലുണ്ടാകുന്ന
ImeXmakamWv.]me¡mSv, tIm«bw XpS§nb]²XnIÄ
നടന്നുകൊണ്ടിരിക്കുമ്പോൾ പ്രോജക്റ്റ് ഇംപ്ലിsatâ j³ Soamse sUhe]psaâv
Hm^okÀamÀ \ÂIp¶ s{]mt¸mkepIÄ DS³Xs¶ t{]mPIä amt\PcpsS
ip]mÀitbmSpIqSn PnÃm _m¦nte¡v \ÂIpIbpw PnÃm _m¦v DS³Xs¶
s{]mt¸mkÂ]cnKWn¡m³ {]tXyIw t_mÀUv tbmKw tNÀ¶v
ip]mÀitbmSpIqSn cPnk{Smdm^oknte¡v Ab¡pIbpw sNbvXncp¶p.
അതുകൊണ്ട് സമയാസമയങ്ങളിൽ പ്രൊപ്പോസൽ പരിശോധിക്കാനും, പാസ്സാക്കാനും
_nÃpIÄ]mÊm¡m\pw kmhImiw e`n¡pIbpw X³aqew ImeXmakw
Hgnhm¡m\pw Ign ª ncp¶p. F¶mÂ]n¶oSp h¶]²XnIfnÂ ImeXmakw
അനുഭവപ്പെട്ടുകൊണ്ടിരിക്കുന്നു. ഡെവലപ്മെന്റ് ഓഫീസർമാർ നൽകുന്ന
s{]mt¸mkepIÄ bYm kabw PnÃm _m¦nte¡v \ÂImsX amk§Ä
Ign bpt¼mÄ e£¡W¡n\pff XpIbpsS s{]mt¸mkepIsfÃmw IqSn PnÃm
_m¦nte¡v \ÂIpItbm AsÃ¦nÂ PnÃm _m¦nÂ e`n¡p¶ s{]mt¸mkepIÄ
_m¦nÂ kq£n¨v amk§Ä Ign ªv e£¡W¡n\v cq]bpsS
s{]mt¸mkepIÄ t_mÀUnÂ]mÊm¡n km¼¯nI hÀj¯nsâ Ahkm\
Znhk§fnÂ k l IcW kwLwcPnk{SmÀ B^oknte¡v Ab¡pIbmWv

s]mXp \nÀt±i §Ä

Ct¸mÄ sN¿p¶X. s^{_phcn amÀ¨ amk § fnÂ e£ ¡ W ¡ n\ cq] bpsS s{]mt¸mk epI Ä tamWnädwK skÃnÂ F ¯nt¨cpt¼mÄ s{]mt¸mk epI Ä]cnt im[n ¡ pI,]mÊm ¡ pI, ssS¸ sN¿pI, _nÃpI Ä]mÊm ¡ pI apXemb \S]Sn kzoIcn ¡ phm³ AXy[nIw _p²nap«pI Ä t\cnSp¶p. AXn\mÂ Cu \S]Sn H«pw t{]mX km I \ P\ IaÃ. taÂ kqNn¸n¨ \}\X I fpsS shfn¨ ¯nÂ Xmsg]dbp¶ \Àt±i §Ä]pds¸Sphn ¡ p¶p.

1. kwL §Ä \nÀ½mW ¯n\ ¹m\pw F kätaäpw s]mXp acma ¯ p \nc ¡ nÂ ആയിരിക്കണം തയ്യാറാക്കേണ്ടത്. പ്ലാനും എസ്റ്റിമേറ്റും എൻജിനീയർ ജില്ലാ k I IcW _m¦ AwKoIcn¨]m\ense kÀ ¡ mÀ/AÀ² kÀ ¡ mÀ) അംഗീകരിക്കേണ്ടതും ഇങ്ങനെ സാക്ഷ്യപ്പെടുത്തിയ പ്ലാൻ, എസ്റ്റിമേറ്റ് എന്നിവയുടെ പകർപ്പ് അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതുമാണ്.
2. F kätaä XpI kÀ ¡ mÀ [\ k I mb ¯ nsâ 25% ¯ nÂ A [n I cn ¡ cpX.
3. സംഘങ്ങൾ പത്രത്തിൽ കൂടി സീൽഡ് ക്വട്ടേഷൻ ക്ഷണിക്കേണ്ടതും {] kXpX]cky ¯ nsâ t^mt«m kämä] IÀ¸pw In«nb Izt«j sâ ഫോട്ടോസ്റ്റാറ്റ് പകർപ്പും ടെൻഡർ കമ്മിറ്റിയിൽ സമർപ്പിക്കേണ്ടതാണ്.
4. F känt aä XpI bpsdS 5% ¯ nÂ A [n I cn ¡ p¶ Izt« j ³ പരിഗണിക്കേണ്ടതില്ല. എല്ലാ ക്വട്ടേഷനുകളും 50% ത്തിൽ അധികരിച്ചാൽ റീ sS³ UÀ sN¿pItbm AXpasÃ¦nÂ k _ I½nän cq]oIcn¨]Wn \S ¯ pItbm sN¿mw. CXn\ sS³ UÀ I½nänbpsS AwKoImcw വാങ്ങേണ്ടതാണ്.
5. നിബന്ധന പ്രകാരം നിശ്ചിത കാലാവധിക്കുള്ളിൽ പണി പൂർത്തീകരിക്കേണ്ടാണ്.
6. t{]mPIä Cw¹nsatâ j ³ Soanse Hmtcm sUhe]saâ Hm^okdpw \Â Ip¶ s{]mt¸mk epI Ä DS³Xs¶ iq]mÀi k InXw t{]mPIä മാനേജർ ജില്ലാ സഹകരണ ബാങ്കിലേക്ക് സമർപ്പിക്കേണ്ടതും, ജില്ലാ ബാങ്ക് DS³Xs¶ t_mÀU tbmKtam F I knI}«oh I½nän tbmKtam hnfn¨p Iq«n B bh]mÊm ¡ n ip]mÀi k InXw cPn k {SmÀ ¡ സമർപ്പിക്കേണ്ടതാണ്. പ്രോജക്റ്റ് മാനേജർ കിട്ടുന്ന അപേക്ഷകൾ സൂക്ഷിച്ചു h¨ e£ ¡ W ¡ n\ cq] bpsS s{]mt¸mk epI Ä PnÃm _m¦nte ¡ സമർപ്പിക്കുന്ന രീതി ഒഴിവാക്കേണ്ടതാണ്. അതുപോലെ തന്നെ ജില്ലാ _m¦nÂ e`n ¡ p¶ s{]mt¸mk epI Ä DS³Xs¶ t_mÀU tbmKw hnfn¨p കൂട്ടി ശുപാർശ സഹിതം രജിസ്ട്രാർക്ക് സമർപ്പിക്കേണ്ടതും അപേക്ഷകൾ H¶n¨ t_mÀU tbmKw IqSp¶Xp hsc amän h ¡ p¶ coXn ഒഴിവാക്കേണ്ടതാണെന്നും നിഷ്ക്കർഷിയ്ക്കുന്നു.

apI fnÂ]d ª \nÀt±i §Ä PnÃm _m¦pI fpw t{]mPIä ഇംപ്ലിമെന്റേഷൻ ടീമും കൃത്യമായി പാലിക്കേണ്ടതാണെന്നും അറിയിക്കുന്നു.

\fn\n s\täm sF. F. F k.
k I IcW kwLw cPn k {SmÀ

k l IcW kÀ¡peÀ kaml mcw

\¼À Pn.32241/97 — k l IcW kwLwcPn k{Smdm^ok, Xncph\´]pcw, 25þ9þ1997

kÀ¡peÀ \¼À 22/97

hnjbw: **k l IcW hIp¸þ k l IcW kYm]\§Ä Hm IcnkÀ«n^n¡äpw em`hn lnXhpw \ÂIp¶X k_Ôn¨v.**

kqN\: **kÀ¡mcnsâ 21þ7þ97 se 5192/ _n 1 /97 k l \¼À I¯v.**

kwkYm\s¯ Nne k l IcW kYm]\§Ä AwK§Ä FSp¡p¶ Hm IcnIÄ¡ Hm Icn kÀ«n^n¡äpIÄ IrXyambn \ÂIp¶nsÃ¶pw em`hn`P\w \S¯nb k l IcW kYm]\§Ä AÀIXbpff AwK§Ä¡ em`hn lnXw നൽകുന്നതിൽ കാലതാമസം വരുത്തുന്നുണ്ടെന്നുള്ള കാര്യം ശ്രദ്ധയിൽ പെട്ടിരിക്കുന്നു. kwL¯nsâ Hm Icn aqe[\¯nÂ \nt£]w \S¯p¶ AwK§Ä¡ Hm Icn kÀ«n^n¡äpw AÀIXs¸« em`hnlnXhpw bYm kabw e`n¡mXncp¶mÂ {] kYm\t¯mS aXn¸pw hnizkXXbpw \jSs¸t«¡mhp¶XmW.

BbXn\mÂ kwkYm\s¯ k l IcW hIp¸nsâ \nb{´W¯nÂ hcp¶ k l IcW kYm]\§Ä AwK§Ä FSp¡p¶ Hm IcnIÄ¡ Hm Icn സർട്ടിഫിക്കറ്റുകൾ യഥാസമയം നൽകേണ്ടതാണ്.

IqSmsX k l IcW hIp¸nsâ _Iognepff k l IcW kYm]\§Ä 1969 se tIcf k l IcW kwLw \nba¯nse hIp¸ 56{] Imcapff em`hn`P\w \S¯n¡gnª mÂ kwLmwK§Ä¡ AÀIXs¸« em`hnlnXw ImeXmakw കൂടാതെ നൽകേണ്ടതുമാണ്.

taÂ \nÀt±i§Ä FÃm tPmbnâ cPn k{SmÀamcpw Ahchcps`S `cW\nb{´W¯n³ IognÂ hcp¶ FÃm k l IcW kYm]\§fptSbpw ശ്രദ്ധയിൽ കൊണ്ടുവരേണ്ടതും ടി നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

joem tXmak sF. F. F k.
k l IcW kwLw cPn k{SmÀ

No.C.G(1) 17898/98 — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 4-5-1998

CIRCULAR No. 13/98

Sub: **Co-operatives-Computerisation-Instructions-issued.**

Ref: **This Office Circular No. 59/93 dated 18-9-93.**

s]mXp \nÀt±i §Ä

In the circular cited detailed guidelines for submission of proposal for computerisation by Primary Agricultural Credit Societies have been issued one of the condition in the Circular is that the major PACS which are having deposits of Rs. 5 Crores and above shall be considered for computerisation.

Now the Expert Committee constituted by Government to study and suggest measure to improve the working of the PACS on the State have recommended to extend the Scheme to the PACS having deposits of Rs. 2 Crores and above. The above recommendation has been examined and accepting of the same, the above circular is modified to the effect that the PACS having deposits over Rs. 2 Crores shall be considered for computerisation.

Sheela Thomas
Registrar of Co-operative Societies

No. G (2) 11498/98. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram., 5-05-98

CIRCULAR No. 14/98

Sub: **Enforcement of the Fundamental rights of working women under Article 14,19 and 21 of the constitution of India. Supreme Court Judgement in writ petition (Criminal) Nos. 666.70 of 1992 - directions issued.**

Ref: **1. D.O. Letter No.S.27016/1/97 (LWL-11 dated 2-11-97 from the Secretary, Government of India, Ministry of Labour, New Delhi.**

2. Government Letter No. 1343/PS/98/Coop. Dated 9-3-98.

The existing civil and criminal laws in India do not adequately provide for specific protection of women from sexual harassment in work places it may take much time for the enactment of such laws. The Supreme Court, therefore in its judgement in writ petition (criminal) Nos. 666.70 of 1992 issued certain guidelines and norms to be followed by the central Government/State Governments and other employers to check the civil of sexual harassment of working women at all work places.

2. The Supreme Court further ordered that the guidelines and norms would be strictly observed in all work places for the prevention and enforcement of right of gender equality of the working women. The guidelines and norms would be binding and enforceable in law until suitable legislation is enacted to occupy the field.

3. The guidelines and norms prescribed by the Supreme Court are extracted below:-

1. <u>Duty of the Employer or other responsible in work places and other Institutions.</u>

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

2. <u>Definition:-</u>

For this purpose, sexual harassment includes such unwelcome sexually determined behaviours (Whether direct or by implication as:

(a) Physical contact and advances.

(b) A demand or request for sexual favours.

(c) Sexually coloured remarks

(d) Showing Phonography

(e) Any other unwelcome physical verbal or nonverbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment of work whether she is drawing salary, or honorarium or voluntary, that under in Government, public or private enterprises such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that their objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection there to.

3. <u>Preventive Steps:</u>

All employers in charge of work place whether in the public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps.

(a) Express prohibition of sexual harassment as defined above at work place should be notified, published and circulated in appropriate ways.

(b) The Rules/Regulations of Government and public sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and proceed for appropriate penalties in such rules against the offender.

(c) As regards private employers steps should be taken to include the afore said prohibition in the standing orders under the industrial employment (standing orders) Act, 1946.

(d) Appropriate work condition should be provided in respect of work leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employees women should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings:

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment. The victims or sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary action:

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint Mechanism:

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

7. Complaints Committee:

The complaint mechanism, referred to in (6) above should be adequate to provide, where necessary, a complaints committee, a special counsellor or other support service, including the maintenance of confidentiality.

The complaint committee should be headed by a women and not less than half of its members should be women. Further, to prevent the possibility of any undue pressure of influence form senior levels, such complaints committee should involve a third party, either N.G.O. or other body who is familiar with the issue of sexual harassment.

The complaints committee must make an annual reports to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will on the compliance with the aforesaid guidelines including on the reports of the complaints committee to the Government Department.

8. Worker Initiative:

Employee should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate forum and it should be affirmatively discussed in Employers Employee meeting.

9. Awareness:

Awareness of the right of female employees in this regard should be created in particular by prominent notifying the guidelines (and appropriate legislative when enacted on the subject in a suitable manners.

10. Third party harassment:

Where sexual harassment occurs as a result of an omission by any third party or outsider, employer and person in charge will take all necessary and reasonable to assist the affected in terms of support and preventive action.

11. These guidelines will not prejudice any rights available under the protection of Human Rights Act 1993.

All officers of the Co-operative Department are directed to comply strictly with the above norms laid down by the supreme court and also bring the contents or this circular to the notice of their subordinate officers and all co-operative institutions under their control for information and strict compliance.

Sheela Thomas IAS
Registrar of Co-operative Societies

s]mXp \nÀt±i §Ä

\¼À kn.Pn.(1)19332/98 — k l IcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 23þ5þ1998

kÀ¡peÀ \¼À 17/98

hnjbw: **{]mYanI ImÀjnI hmbv]m k l IcW kwLw{]Xn\n[nIfpsS Xmeq¡v Xe {]Xnമാസ യോഗത്തിൽ സംഘം പ്രസിഡണ്ട്/ചീഫ് എക്സിക്യൂട്ടീവ് പങ്കെടുക്കേണ്ടത്–സംബന്ധിച്ച് നിർദ്ദേശം.**

{]mYanI ImÀjnI hmbv]m k l IcW kwLw{]Xn\n[nIfpsS{]Xnamk tbmKwCt¸mÄ Xmeq¡v Xe¯nÂ _Ôs¸« A kn käâv cPnk{SmÀ(P\dÂ) വിളിച്ചുകൂട്ടാറുണ്ടെങ്കിലും പ്രസ്തുത യോഗങ്ങൾ കാര്യക്ഷമമായി കാണുന്നില്ല. Xmeq¡nse {]mYanI ImÀjnI hmbv]m kwL §fpsS {]hÀ¯\w Ahtem I\w sN¿p¶Xn\pw AXv Imcy£aam¡p¶Xn\pw C{]Imcw വിളിച്ചുകൂട്ടുന്ന പ്രതിമാസ യോഗങ്ങൾ പ്രയോജനപ്പെടേണ്ടതാണ്. പ്രാഥമിക ImÀjnI hmbv]m k l IcW kwL §fpsS {]hÀ¯\w]Tn¨v \nehmcw sa¨s¸Sp¯p¶Xn\pff \nÀt±i §Ä kaÀ¸n¡p¶Xn\v cq]oIcn¨ I½näi സർക്കാരിന് സമർപ്പിച്ച റിപ്പോർട്ടിൽ ഇക്കാര്യം വ്യക്തമായി പ്രതിപാദിച്ചിട്ടുണ്ട്.

kÀ¡mcnÂ \n¶pw. k l IcW kwLw cPnk{SmdnÂ \n¶pw ImemIme§fnÂ]pds¸Sphn¡p¶ s]mXp \nÀt±i§fpw kÀ¡pedpIfpw bYm kabw {]mYanI ImÀjnI hmbv]m kwLw A[nImcnIÄ അറിഞ്ഞിരിക്കേണ്ടതാണ്. പ്രാഥമിക കാർഷിക വായ്പാ സഹകരണ സംഘം {]Xn\n[nIfpsS{]Xnamk tbmKw Imcy£aambn hnfn¨p Iq«p¶Xv kw_Ôn¨v Xmsg]dbp¶ \nÀt±i §Ä]pds¸Sphn¡p¶p.

{]mYanI ImÀjnI hmbv]m k l IcW kwLw {]Xn\n[nIfpsS {]Xnamk tbmKw FÃm amk¯nepw 10 mw XobXn¡v Iw Xs¶ Xmeq¡v തലത്തിൽ കൃത്യമായി വിളിച്ചു കൂട്ടേണ്ടതും അതിൽ എല്ലാ പ്രാഥമിക കാർഷിക hmbv]m k l IcW kwLw(kÀhok k l IcW _m¦, ^mÀtagv kv kÀhokv ബാങ്ക്) പ്രസിഡണ്ട്/ചീഫ് എക്സിക്യൂട്ടീവ്മാർ വീഴ്ച വരാതെ പങ്കെടുക്കുന്നുണ്ട് എന്ന് ഉറപ്പു വരുത്തേണ്ടതും, താലൂക്കിലെ ജനറൽ വിഭാഗം അസിസ്റ്റന്റു cPnk{SmÀamcpsS NpaXebmWv. GsX¦nepw {]mYanI ImÀjnI hmbv]m k l IcW kwLw {]nXn\n[nIÄ C{]Imcw]s¦Sp¡p¶XnÂ hogvN വരുത്തിയാൽ അതിന് അവരിൽ നിന്നും വിശദീകരണം ആവശ്യപ്പെടേണ്ടതും വിശദീകരണം തൃപ്തികരമല്ലെങ്കിൽ മേൽ നടപടികൾ സ്വീകരിക്കേണ്ടതുമാണ്.

C{]Imcw hnfn¨p Iq«p¶ {]Xnamk tbmK¯n\v kÀ¡mcnÂ \n¶pw, k l IcW kwLw cPnk{SmdnÂ \n¶pw]pds¸Sphn¡p¶, s]mXp നിർദ്ദേശങ്ങളും, സർക്കുലറുകളും സംഘം പ്രതിനിധികളുടെ ശ്രദ്ധയിൽ കൊണ്ടു

htcണ്ടതും, ആവശ്യമെന്നു കണ്ടാൽ ടി ഉത്തരവുകളുടെ പകർപ്പുകൾ അവർക്ക് ലഭ്യമാക്കുന്നതിനുള്ള നടപടി സ്വീകരിക്കേണ്ടതുമാണ്. ഇത്തരം പ്രതിമാസ tbmK¯nÂ FSp¡p¶ Xocpam\§fpw \nÀt±i§fpw kwLw{]Xn\n[n അടുത്തു കൂടുന്ന സംഘം ഭരണ സമിതി യോഗത്തിൽ അറിയിക്കേണ്ടതും, ടി യോഗത്തിൽ ചർച്ച ചെയ്ത് റിക്കാർഡ് ചെയ്യേണ്ടതുമാണ്. ഇതിന് ആവശ്യമയ നിർദ്ദേശം സംഘങ്ങൾക്ക് നൽകേണ്ടതാണ്.

kwL§Ä D¯chpIÄ¡mbn k l IcW hIp¸nÂ kaÀ¸n¨n«pff At]£IÄ ss_tem t`ZKXn¡pff At]£IÄ km¼¯nI k lmb¯n\pff At]£IÄ F¶nhSntbmK¯nÂ NÀ¨ sN¿s¸Smhp¶Xpw]cnImcw ImWmhp¶XpamW.

joem tXmakv sF. F. F kv.
k l IcW kwLw cPnkv{SmÀ

No.G. 25237/98. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 26-06-1998

CIRCULAR No. 27/98

Sub: **Co-operation-Procedure in maintaining and recording the Minutes of the Meeting of the Board of Directors, Sub-Committees, General body meeting etc.-Further Instructions issued.**

Ref: **Registrar's Circular No. 11/72 dated 22-2-1972.**

In the Circular referred to above instructions for the uniform procedure in maintaining, recording and keeping of the Minutes of the meeting of the Board of Directors, Sub-Committees, General Body Meetings etc., of the Co-operative Institutions were communicated.

It is brought to the notice of this office that the instructions in the above circular are not being followed and the Minutes Book of many Co-operative Institutions are not being produced before the Officers of the Department for inspections etc. Therefore the following further instructions are issued.

The minutes Book of all type of meeting shall be kept under the safe custody of the Chief Executive of the respective Co-operative institution and it shall be made available for inspection by the officers of Co-operative Department on demand.

All other instructions issued in the above circular shall also be strictly

followed. The Joint Registrar of Co-op. Societies are requested to bring the contents of this circular to the notice of all Co-operative Institutions under their control for strict compliance.

P. D. George
Additional Registrar of Co-operative Societies
In charge of Registrar of Co-operative Societies

CB (1) 18913/99 — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 07-05-99

CIRCULAR No. 20/99

Sub: **Transfer of funds to Co-operative Academy of professional Education (CAPE) from District Co-operative Banks and Kerala State Co-operative Banks.**

Ref: **Resolution of the Co-operative Academy of Professional Education Society at its meeting held on 27-04-1999.**

In the meeting of the Co-operative Academy of Professional Education held on 27-04-99 at Government Guest House Ernakulam under the Chairman Ship of the Hon'ble Chief Minister Kerala, it was resolved that amounts as indicated below may be transferred from District Co-operative Banks and Kerala State Co-operative Bank to the Co-operative Academy of Professional Education account from the common good fund to the extent available and from the General Fund for the balance as indicated hereunder.

District Co-operative Banks at Thiruvananthapuram, Alapuzha, Kottayam, Ernakuam and Kannur	Rs. 75/- lakhs each
All other District Co-operative Banks	Rs.50/- lakhs
Kerala State Co-operative Bank	Rs.1 Crore

The Director and Secretary, Co-operative Academy of Professional Education has requested to accord permission to Kerala State Co-operative Bank and District Co-operative Banks in the State to transfer the Fund as mentioned above.

In the Circumstances mentioned above permissive sanction is hereby accorded to Kerala State Co-operative Bank and all District Co-operative Banks

in the state to make contribution to the Co-operative academy of Professional Education as noted above, from the existing/anticipated common good fund, if sufficient funds are not available in the common Good Fund, balance may be met from the General Fund for the time being pending recoupment.

V. P. Joy
Registrar of Co-operative Societies

No.CB (3) 18913/99 Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 2-12-1999

CIRCULAR No. 46/99

Sub: **Transfer of funds to Co-operative Academy of Professional Education (CAPE) from District Co-operative Banks and Kerala State Co-operative Bank.**

Ref: **1. Circular No. 20/99 dated: 7-5-1999.**

2. Judgement of the Hon'ble High Court in O.P. No. 13661 of 1999 B and O.P. No. 18026 of 1999 - U dated: 2-8-1999.

On the basis of the directions of the Hon'ble High Court in the judgement cited 2nd, the last sentence of the circular 1st cited viz. "If sufficient funds are not available in the Common Good Fund, balance may be met from the General Fund for the time being pending recoupment" is hereby deleted.

V. P. Joy
Registrar of Co-operative Societies

\¼À k¨.P¨.(1)23339/2000 k l IcW kwLwcP¨k{Smdm^okÀ, X¨cph\´]pcw, 14þ6þ2000

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kqN\: **1. Cu Hm^oknse 18þ9þ1993 se 59/93 \¼À kÀ¡peÀ**

2. Cu Hm^oknse 4þ5þ1998 se 13/98 mw \¼À kÀ¡peÀ

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GOVERNMENT OF KERALA

Co-operation (B) Department

NOTIFICATION

G. O. (P) No.108/2000/Co-op. Thiruvananthapuram, 3rd July, 2000.

S.R.O.No. 616/2000- In exercise of the powers conferred by section 57 A of the Kerala Co-operative Societies Act, 1969 (Act 21 of 1969), the Government of Kerala hereby make the following Scheme for the establishment of a fund under the said Act and for matters connected there with, namely:-

THE KERALA CO-OPERATIVE WELFARE AND DEVELOPMENT SCHEME, 2000

1. Short title extent and commencement-

(1) This scheme may be called the Kerala Co-operative Welfare and Development Scheme, 2000.

(2) It shall apply to all societies under the control of the Registrar of Co-operative Societies. It shall also apply to any other society registered under the Kerala co-operative Societies Act, 1969 as may be notified by Government from time to time.

(3) It shall come into force at once.

2. Definitions-

(1) In this scheme, unless the context otherwise requires,-

(a) "Act" means the Kerala Co-operative Societies Act, 1969 (21 of 1969);

(b) "Fund" means the Kerala Co-operative Development and Welfare Fund established in accordance with the provisions of the Kerala Co-operative Societies Act, 1969 and the scheme;

(c) "Contribution" means the sum of money payable to the Fund by the Societies at the rates specified in paragraph 3;

(d) "Board" means the Kerala Co-operative Development and Welfare Fund Board Constituted under paragraph 4 ;

(e) "Secretary-Treasurer" means the Secretary-Treasurer of the Board;

(f) "Working Capital" means working capital arrived as per the Kerala Co-operative Societies Rules, 1969;

(2) Words and expressions used but not defined in this Scheme and defined in the Kerala Co-operative Societies Act, 1969 (21 of 1969), shall have the same meanings respectively assigned to them in the Act.

3. Establishment of the Fund-

(1) There shall be established a co-operative Development and Welfare Fund for the payment of grant or loans to societies for safeguarding the interest of the member societies against any loss or damage to their assets and properties and for utilising for their developmental activities.

(2) The Fund shall vest in and be administered by the Board.

(3) The Fund shall consist of:-

(a) Initial contribution from the member societies at the rate of Rs. 2 per Rs. 1000 of the working capital subject to a maximum of Rs. 2 lakhs, at the time of admission.

(b) Annual renewal contribution at the rate of 10% of the initial contribution.

(c) Grant or loans or advances if any made by the State Government.

(d) All sums received by the Board from such other sources as may be decided by the Government.

(e) Any other amount received by the Board towards the fund.

4. Constitution of the Board-

(1) The Government shall constitute a Board to be called “The Kerala Co-operative Development and Welfare Fund Board” for the administration of fund.

(2) The Board shall consist of the following members, namely:-

1. President, Kerala State Co-operative Bank.
2. President of any one of the District Co-operative Bank to be nominated by Government
3. Two representatives of the committee of the Primary Agricultural Credit Societies to be nominated by Government.
4. A representative of the committee of non-agricultural credit societies to be nominated by Government.
5. Chairman, State Co-operative Union.
6. Two eminent co-operators to be nominated by Government.
7. Secretary, Co-operation.
8. Registrar of Co-operative Societies.
9. Secretary of the Board.

(3) One of the members shall be nominated or appointed by Government as the Chairman of the Board.

(4) The term of the Board shall be for a period of 5 years.

(5) The Board shall be body corporate by the aforesaid name having perpetual succession and a common seal.

(6) The Board shall be responsible for the proper administration of the fund.

(7) Not less than five members of the Board shall form the quorum. Each member present shall have one vote and every issue shall be decided by majority of votes and in the event of equality of votes the Chairman shall exercise a second casting vote.

(8) Subject to the provisions herein contained, the Board shall have power to frame subsidiary rules and regulations for the conduct of its business.

(9) The board may delegate to the Secretary-Treasurer such of its powers, as in the opinion of the Board, are necessary for the management of the fund.

(10) All contracts and agreements shall be made and executed in the name of the Board and signed on its behalf by the Secretary-Treasurer.

(11) The Board shall be the authority for sanctioning the assistance from the fund.

(12) A member of the board shall cease to be a member if he dies, resigns his membership or becomes of unsound mind or insolvent or is convicted of a criminal offence involving moral turpitude.

(13) Resignation of membership shall be tendered to the Chairman of the board and shall become effective from the date of its acceptance or on the expiry of 30 days after the date of resignation, whichever is earlier.

(14) Vacancies in the Board shall be filled up in the manner in which the Board was originally constituted.

(15) The Board shall meet as and when it is found necessary for the transaction of the Fund, but in any case at least six times a year.

(16) (a) The Secretary-Treasurer of the Fund shall be a Joint Registrar of Co-operative Societies.

(b) The Board may appoint such other staff or make such other arrangements as they may deem necessary for the efficient control, management and administration of the Fund; provided that the sanction for creation of posts should be obtained from Government.

(17) It shall be the duty of the Secretary-Treasurer-

(a) To keep in safe custody of all records of the Board;

(b) To conduct the official correspondence on behalf of the Board;

(c) To issue all notices for convening the meetings of the Board;

(d) To keep minutes of all meetings of the Board;

(e) To manage the properties and funds of the Fund;

(f) To maintain or cause to be maintained the accounts of the Fund;

(g) To sue and to be sued on behalf of the Fund; and

(h) To exercise all other powers and execute such other functions as may be assigned to him by the Board.

(18) No remuneration except T.A. and D.A. shall be paid to any of the members of the Board without the previous approval of Government.

5. Remittance and Deposit of Contribution to the Fund-

A Society admitted to the scheme shall contribute to the fund at the rates

specified in the paragraph 3. The contribution shall be remitted in the account of the Board in the manner as prescribed by the Board. All the money belonging to the Fund shall be deposited in the District Co-operative Bank in the name of Secretary-Treasurer.

6. Withdrawal of Funds-

Withdrawal of any amount from the accounts of the Fund shall be regulated in the manner to be determined by the Board. Such withdrawal shall be made by cheque or requisitions signed by the Secretary-Treasurer.

7. Utilisation of the Fund-

The Fund shall be utilised for the following purposes namely:-

(a) To rehabilitate the society on the basis of specific projects, either by way of loans or subsidy or both; or

(b) To make good the loss or damage to the assets, properties and the funds of the participating societies, except the loss sustained due to mismanagement; or

(c) To implement developmental projects by way of loans.

8. Expenditure from the Fund-

All expenses of the Board for, the administration of the fund, shall be met from the fund.

9. Conditions for payment of assistance to Co-operative Societies from the Fund-

The Societies contributing to the fund only shall be eligible for getting the assistance by way of grant or loans.

10. Sanctioning of the assistance-

(1) The Board is the authority to sanction the assistance under the scheme.

(2) The Board shall frame such regulations as are necessary for sanctioning the assistance. Such regulations shall inter alia contain the details of procedure for applying for the assistance, the enquiries to be conducted, the verification to be made, the documents to be obtained, the quantum of the amount of assistance to be sanctioned, the mode of repayment, the rate of interest on loans if any to be charged, the securities to be obtained and other required details. The regulations shall have to be approved by Government.

11. Accounts and Audits-

(1) The accounts kept by the Secretary-Treasurer of the Fund shall be audited annually by an Auditor appointed by the Director of Co-operative Audit and a report consisting of income and expenditure statement and the balance sheet duly certified, shall be furnished by him to the Secretary-Treasurer of the Fund. He will place the report before the Board within 30 days of its receipt.

(2) Copies of the annual accounts of the Fund duly audited and certified by the Auditor shall be submitted by the Secretary-Treasurer to the Government of Kerala every year.

12. Annual Report-

An annual report on the working of the Fund shall be prepared by the Secretary-Treasurer and shall after approval by the Board, be presented to the Government of Kerala.

By order of the Governor
Kuruvilla John
Secretary to Government

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

As per section 57A of the Kerala Co-operative Societies Act, 1969 amended as per the Kerala Co-operative Societies (Amendment) Act, 1999, Government may, by notification in the Gazette, frame a scheme to be called the Co-operative Welfare and Development Scheme for the establishment of fund under the Act.

This notification is intended to achieve the above object.

\ ¼À Pn.(1)2958/2000

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GOVERNMENT OF KERALA

No. 7755/B1/2000/F&CSD

Food& Civil Supplies (B) Department,
Thiruvananthapuram, 16-10-2000

CIRCULAR

Sub: **Avoidance of misuse of ration cards-use of documents other than family ration cards for identification purpose-Regarding.**

At present several Government authorities insist on production of ration cards either singly or along with other document for purposes of identify for availing benefits of various public services. Therefore ration cards are claimed even by these who have no intention of buying ration articles. The prevalence of such cards loads to large scale leakages of essential ration items. Misuse of family ration cards lead to circulation of a large number of false ration cards also in the State. Government of India in letter dated 28-6-2000 have stressed the need to stop misuse of family ration cards and to adopt alternative method for identification. So as to avoid misuse of ration cards, it has been felt desirable that other alternative methods have to be used for identification of persons viz. Passport, driving license, voter's identify card, bank pass book, Electricity payment bills or identify card issued by the income tax authorities for verifying the identity of individuals. Those departments are also be requested to issued necessary instructions to the concerned offices/agencies coming under their administrative control to this effect. This has the approval of the Chief Minister.

Dinesh Sarma
Secretary to Government

No.G(3) 27983/72. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 9th June 1972

CIRCULAR No. 28/72

Sub: **Criminal prosecution-Launching of prosecution against employees and office bearers of Co-operative Institutions-Handing over of cases to the Vigilance Division or Local Police-Instructions issued.**

Ref: **G.O.(MS)No.24/71/Vig. Dated 6-12-1971.**

According to the instructions contained in the G.O. cited misappropriation cases involving Government or Public Servants in which the amount exceeds Rs. 5000 should be referred to the Vigilance Division for investigation and that all other cases of defalcation of public moneys or properties amounting to or valued at less than Rs. 5000 belonging to State Government or to institutions under the control of the State Government (including moneys or properties of Co-operative Societies) should be reported to the local police. There are also standing instructions that action for grave irregularities involving offence under the I.P.C. should not be delayed or dragged on indefinitely under cover of statutory enquiry or detailed audit. This should not however mean that any allegation should immediately be referred to the vigilance division/local branches without satisfying whether there is a prima facie case for action.

It has been brought to the notice of the Registrar that some Deputy Registrars send vague reports to the vigilance branch/local police without verifying whether the allegations are true, whether there is any evidence to substantiate the allegations and whether there is prima facie a case for criminal action. In the case of Co-operative Institutions the Deputy Registrars are competent to enquire into such cases by invoking the provisions of section 65 and 66 of the Act. But such enquiry or inspection need not be so elaborate. It is also desirable to consult the Government Pleader so as to ascertain whether there is a prima facie case for further action by the vigilance branch/local police or whether it is necessary to collect further evidence by the department. While reporting the matter to the vigilance branch/local police the Deputy Registrars should furnish all relevant details so that the report may be really helpful for expeditious investigation.

A questionnaire is appended to this Circular detailing the various points on which information is necessary for a full appreciation of all the circumstances relating to misappropriation in societies. The report may be prepared in a narrative form so as to cover every point in the questionnaire. Each main question should be covered by a paragraph, with a suitable heading. If any point does

not admit of any reply, there should be a statement to that effect. All the Deputy Registrars are requested to see that in future reports on misappropriation etc., to the police should certain information on all the points in the questionnaire. A copy of the report should also be forwarded to the Registrar for information.

Some times reports of allegations are received direct by the vigilance branch or local police. The police may require the assistance on departmental officers to enquire with such matters. Wherever any such requisition for an enquiry or inspection or for the assistance of departmental officers is received by the Deputy Registrars they should take immediate action and send reports to the police with the least delay.

K. Krishnan Nambiar
Registrar of Co-operative Societies

QUESTIONNAIRE
Report on misappropriation

1. Full name and address of the Society:

2. Preliminary:

State the full circumstances relating to the detection of the fraud-the date when the fraud was first noticed, the officer who noticed it, whether it was date in the course of his routine duties such as audit or inspection or an information furnished by others, if so by whom and on what kind of information.

3. The alleged delinquents:

Who are the alleged delinquents give their names-their relationship to the society, the period for which they have been connected with the society etc.

4. The items of fraud:

Give all the items of misappropriation, whether supported by evidence adequate for prosecution or otherwise. The date, amount and nature of misappropriation should be, given briefly. The items should however be grouped conveniently, such as (a) fraud through short crediting (b) fraud through belated credit (c) falsification etc. etc.

5. The legal offences:

State the items out of these in question (4) above in respect of which prosecution can be launched, specifying the section of the Indian Penal Code under

which the charges will full, against each item, and the persons to be charged under each item.

6. Investigation:

State the names and details regarding the persons examined in the course of the investigation and whether statements were records from all of them if not state the reasons for the omission. Have the alleged delinquents and all the necessary witnesses been examined and their written statements obtained. If not state the circumstances in which it could not be done. State succinctly the salient points of the depositions of each party, and the extent to which it could be made use of for the prosecution.

7. Motive for the crime:

It should be shown how the moneys of the society have been misused.

8. Evidence:

Detail the evidence available classified (a) circumstantial (b) documentary and (c) oral. Discuss briefly the reliability and the weaknesses in the evidence available from the point of view of prosecution. It should be examined whether entrustment can be proved in the case of a charge of breach of trust whether office bearers other than the delinquents proper can be charged with abetment or conspiracy and if so to what extent, should be started. Facts like who was maintaining the cash book and other accounts who is the office hearer responsible under the rules and bye-laws for the custody of the cash balance, whether the cash book was signed by the Secretary or the Accountant, in respect of the entries on which the charges are to be framed etc., should be stated. State whether all the documentary evidences have been seized; if not the circumstances in which it could not be done.

9. Legal opinion:

State if the Government pleader was consulted regarding the adequacy of the evidence for prosecution and what his opinion is.

10. General:

State whether any complaint has already been given to the police.

State if all the office bearers and others responsible for the frauds have been removed from the society and if not what stands in the way.

(Sd/-)
Registrar of Co-operative Societies

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No.G3-18929-75 Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 23rd February 1979

CIRCULAR No. 11/79

Sub: **Criminal Prosection-Launching of prosecution against employees and office bearers of Co-op. Institutions-Procedure instructions issued.**

Read: **1. Registrar's circular No. 28/72 dated 9-6-1972.**

2. G.O.MS.22/74/Vig. Dated 27-9-1974.

3. Letter No. D1/60637/75 dated 8-1-1976 of the Inspector General of Police.

1. In the circular read as item (1) above, instructions were issued detailing the procedure to be followed in reporting the cases to the Police authorities for investigation and for launching prosecution against delinquent employees/office bearers of Co-operative Societies. For the sake of uniformity and for full appreciation of the circumstances of the cases, a form in which the report is to be prepared and sent to the Police had also been prescribed. But it has been brought to my notice that very often police officers call for report of statutory enquiries or audit reports before taking up the cases for investigation. Instances have also come to my notice that in certain cases there was considerable delay in reporting cases to the Police for investigation and further action according to law.

2. The delay in reporting the cases to the Police and also the delay involved in investigation of cases, very often make the launching of prosecution steps against the culprits ineffective. The matter was taken up with the Inspector General of Police. The Inspector General of Police has pointed out that as per the existing procedure for investigation of cases of misappropriation in Co-operatives, the investigating officer need not wait for the statutory enquiry report or audit report. He has also suggested that the questionnaire to be enclosed to be report to the Police may be simplified. Therefore in partial modification of the instructions contained in the Circular referred to above, the following instructions are issued.

3. According to the instructions contained in the G.O. 2nd cited all cases of defalcation of public moneys and properties belonging to Co-operative Societies, irrespective of the amount involved are to the referred to the local police for investigation and further action according to law. The orders contained in the G.O. second cited are to be strictly adhered to.

4. Whenever misappropriation or other irregularities in Co-operative Societies are noticed/detected at the time of Inspection enquiry or Audit, the concerned officer should submit a preliminary report to the Deputy Registrar concerned within three days. The report should be exhaustive and contain information on the points mentioned in the questionnaire. It may also specify the provision of the penal code under which charges will fall. The names of persons responsible for the malpractice and their individual responsibility may also be mentioned.

5. The Deputy Registrar will examine the preliminary report to ascertain whether there is a prima facie case against the delinquents of the society. If so he will obtain legal opinion from the Government Pleader. In case the Government Pleader is of opinion that a case will lie the Deputy Registrar should prepare the case report with full particulars. The report may be prepared in a narrative form so as to cover all the points made mention of in the questionnaire. Each question should be covered by a para and if any point does not merit any statement it should be mentioned. Specimen of the questionnaire is enclosed.

6. While preparing the report it will be sufficient if the offence disclosed is narrated briefly with facts and figures with the names of persons involved along with the evidence readily available. The idea is that the necessary first information is given to the Police as quickly as possible. The report will be sent to the Superintendent of Police.

7. After the report is made, the Deputy Registrar may expeditiously collect information regarding the persons from whom statements were obtained, Whether statements have been obtained from the delinquents. In case such statements could not be obtained the circumstances in which it could not be done may be ascertained and kept in record for reference by the investigating officers, if need be.

8. Evidence available (a) circumstantial, (b) documentary and (c) oral may also be kept in record. Other relevant details such as connivance of other office bearers, whether entrustment has been clearly made out in cases of breach of trust, officers responsible for maintenance of accounts, those responsible for actual custody of cash and properties as per bye-laws, Act and Rules may also be gathered. Details of records taken into custody in the course of the inspection or audit which will be useful as documentary evidence may also be obtained. These details will be useful to the investigating officers and made by mail available to the officers by the Deputy Registrar, if desired by the former.

9. In respect of cases in Cooperative Societies coming under the administrative control of other departments, the Deputy Registrar concerned should refer the preliminary report to the concerned department for taking further action as above.

10. The above instructions should be strictly adhered to and negligence if any, noticed will be viewed seriously.

Babu Jacob
Registrar of Co-operative Societies

QUESTIONNAIRES

1. Full Name and address of the Society.
2. Name and address of the delinquents, the nature of offence and amount involved, the circumstances relating to the detection of offence and the officer who detected the offence and when the offence was first noticed.
3. The nature of offence and the section of I.P.C. or other penal laws under which the delinquents will be prosecuted.
4. Detailed i.e. Oral or documentary evidence and circumstantial evidence readily available for the prosecution of the delinquents.
5. A short history of the constitution, working and financial conditions of the society, the nature of duties entrusted to the delinquents. Action taken against the delinquents by the society, if no action was taken the reasons therefore and any other points directly relevant for the successful prosecution of the delinquents.

No.CB (1) 20643/84. Office of the Registrar of Co-operative Societies
Trivandrum, 15-5-1984

CIRCULAR No. 26/84

Sub: **Instances of fraud/Misappropriation/defalcation/embezzlements in Co-operative Institutions-protective measures-Instructions issued.**

k l lcW kÀ ¡ peÀ kaml mcw

Ref: **Lr. No. NB (T) No. Plan/8686/PL-4/83-84 dt.11-4-1984 of the NABARD.**

Instances of fraud/misappropriation/defalcation/embezzlement have been on the increase in recent years in the co-operative Institutions also. Such malpractices that have taken place at different branches of co-operative banks have been given wide publicity and this has affected, as a whole, the image of the co-operative sector. The present state of affairs obtaining at different banks has been reviewed. Unless proper steps are taken to strengthen the basic security of the banking industry to counter the internal and external threats, irreparable loss/damages will be done to the image and reputation of cooperative banks besides damage of the confidence reposed in the co-operatives by the public, in general as a repository of their savings. It is, therefore, needless to emphasis that all-out efforts should be made to bring about a radical improvement in the security arrangement of cooperative banks viz-a-vis their functioning.

Before going into the steps that have to be taken for implementation of effective security measures, it is necessary to know the possible threats that are anticipated to be faced by the banks leading to such a piquant situation and the rudimentary causes thereof.

In so far as internal threats leading to frauds forgeries are concerned, it has been observed that in most of the cases, the basic laid-down systems and procedure pertaining to safety measures were not adhered to and arrears in reconciliation of inter-branch accounts were allowed to accumulate despite the fact that such a situation facilitate frauds and embezzlement. In fact, there is no deficiency in the basic instructions in regard to systems and procedures which are already on record, the actual malady lies in the failure to meticulous observance and strict implementation of the system. A review of the position would disclose that more emphasis was laid on achieving targets which has resulted in negligence of the book keeping aspect. Further, tremendous increase in volume as well as diversification of work resulted in non-observance of the laid down systems and procedures irrespective of the fact that strict compliance of the set rules and regulations is a deterrent to guard against frauds, etc. Further, proper supervision and control, the two essential factors to thwart attempted frauds were taken casually and a feeling of permissiveness appears to have crept in. Consequently, the security was not effective and the anti-social elements took advantage of the situation for achieving unlawful gains.

An analysis of the modus-operandi of bank fraud cases would substantiate the fact that the elements behind such anti-social activities are well-conversant

with accounting procedures etc., involved in the particular transaction. In order, therefore, to eliminate such threats the NABARD has suggested that the following security measures, should be effectively adopted.

i) Management should be extremely careful and even conscious to guard against leakages of vital information, in order to safeguard unauthorised disclosure.

ii) Principle of restrictive security should be enforced i.e. the employees should be made to know the rationale behind the observance of such secrecy and any breach should be strictly dealt with.

iii) All employees whose loyalty is in doubt should be kept under proper surveillance similarly a disgruntled employee should be kept under strong vigil and suitable action taken to guard against any unwarranted action by him,

iv) Measures should be taken to detect potentially mischievious employees.

v) Regular rotation of duties to be enforced to avoid vested interests.

vi) The banks should make a thorough analysis of various systems and procedures, identify the weakness therein, and take specific course of action to overcome any weakness.

vii) Persisting arrears in reconciliation of accounts and book keeping should be cleared on a time bound programme and steps should be taken to arrest such a situation in future.

viii) Industrial relations should not be considered a constraint of implementation for system and procedures and no compromises should be made with unions at the cost of security.

ix) The board of Directors/Chief Executive of the banks should visit branches periodically to ensure that proper records are maintained.

x) Employees dealing with cash and other security documents must be adequately trained in regard to the complexities involved in the transactions as well as the checks that are needed to be followed.

xi) All the bank employees should be made security conscious through proper and exhaustive training. Non observance of security precautions/measures should be curbed in the initial stage and action should be taken against deliberate non-observance.

xii) Vigilance and security machinery which go hand in hand in case of banking industry should be given a broader orientation so that apart from dealing with action in individual areas and cases, it could also look into strengthening of control in vulnerable areas of operations.

xiii) In case of opening of branches under Branch Expansion programme, security aspect should be given due weightage. As far as possible branches should be opened in busy traffical oriented localities and not in isolated areas without facilities like police station, fire station, post office, all weather roads, etc.

xiv) Persons of undoubted integrity and honesty should be recruited with proper verification of character and antecedents. Periodical verification should be carried out through proper machinery.

xv) Proper system should be evolved for the safety and security of keys that are connected with the security items of the bank.

xvi) Security in the banks must be enforced without looking into the cost factor. Cost should be no consideration for achieving the desired level of safety and security. As regards external threats involving robberies and dacoities, security arrangements should be fortified to thwart such attempts as far as practicable. In this perspective, it is necessary to know the modus operandi that have been adopted so far in committing such bank robberies. Robberies are committed by a group of individuals masked or unmasked armed with lethal weapons.

To overcome such threats, physical security measures should be so designed that it can effectively counteract such threats. Some of the remedial measures are:-

1) The lay out of the premise should be so designed that unauthorised visitors do not have easy access to vulnerable points like cash/lockers/chests/strong rooms etc.

2) The location of cash/lockers/chests etc. should be such that those should be away from the range of vision of public in general.

3) Necessary amount of cash only should be taken out from the strong room/chest.

4) Cashiers dealing with public known/unknown should be vigilant and reserved while having transactions. They should be made to realise their responsibility explicitly.

5) There should preferably be only one entry/exit point and this should be properly guarded by a trained and intelligent guard.

6) Customers should be disposed of quickly without detaining them (i.e. waiting time should be minimised)

7) Close watch should be kept on casual visitors.

\nbaewL \ § fn³ taepff \S]SnIÄ

8) Guards should be educated and well trained in their responsibilities.

9) Employees and staff must be trained in defensive mechanisms during unexpected and sudden hold up. They should be subjected to periodical lessons to be alert, active, reflex oriented during such emergency situation. This will discourage the intruders from taking bolder step.

10) Insurance cover should not be the cause for being indifferent, inactive or complacent during such emergency situations.

11) There should be effective communication facility available so that in case of emergency outside agencies could be called for immediate necessary help.

12) Each branch must have security arrangements like emergency lights and alarm bells.

13) Better automatic locking devices/safes could be provided to cashiers dealing with cash to avoid pilferage and robberies, etc.

14) In case of cash in transit no definite route day and date should be followed each time.

15) Bank guards and employees could be familiarised with the known bank dacoits and cheats with the help of available photographs with the police.

All the Co-operative credit institutions are requested to adhere to the above instructions strictly.

Any loss caused on account of negligence to observe the above measure will be the personal responsibility of the Chief Executive of the institution concerned.

K. P. Sreenivasan
Additional Registrar of Co-operative Societies (Credit)
Full Additional Charge of Registrar of Cooperative Societies

\ ¼À Pn.40712/86 — k I IcW kwLw cPn k{Smdm^o k,
Xncph\´]pcw, 29þ8þ1986

kÀ¡peÀ \¼À 37/86

hnjbw: **k I IcW kwL §Äþ{Iat¡SpI fpw]Wm] IcW § fpwþ dn¡mÀUpIÄ t]meokn teÂ¸n¡pt¼mÄ AhbpsS icn] IÀ¸ kwL ¯nÂ FgpXn kq£n¨p h¡ Âþ\nÀt±iw \Â Ip¶p.**

k I IcW kwL § fnse {Iat¡SpIÄ,]Wm] IcWw XpS§nb {Iman\Â kz`mhapff tI kpIÄ{i ² bnÂs]Spt¼mÄ Ipähmfn IÄs¡ Xnsc

k l IcW kÀ¡ peÀ kaml mcw

t{]mknI}j ³ \S]SnIÄ kzoIcn¡p¶Xnte¡mbn kwL §fpambn _Ôs¸« റിക്കാർഡുകൾ പോലീസിലേക്ക് ഏൽപ്പിക്കേണ്ടതായി വരുന്നുണ്ട്. ഇപ്രകാരം GÂ¸n¡s¸Sp¶ dn¡mÀUpIÄ t]meoknsâ At\zjW¯n\p ti jhpw _Ôs¸« IpähmfnIÄs¡Xncmbn NmÀPv sN¿p¶ tIkpIfnse എക്സിബിറ്റുകളായും കോടതികളിൽ സമർപ്പിക്കേണ്ടി വരുന്നുണ്ട്. ഇത്തരം kµÀ`§fnÂ t]meokntebpw tImSXnbntebpw \S]Sn{Ia§Ä ]qÀ¯nbm¡n dn¡mÀUpIÄ kwL¯nÂ XncnsI e`n¡m³ Nnet¸mÄ hÀj§tfmfw FSps¯¶ncn¡pw. CXp ImcWw _Ôs¸« Imebfhntetbm AsÃ¦nÂ AXn\p ti japff Imebfhntetbm kwL¯nsâ B Untäm]cnt im[\tbm AsÃ¦nÂ k l IcW \nba¯nse 65 mw h Ip¸v A\pkcn¨pff At\zjWtam C{] Imcw GÂ¸n¡s¸Sp¶ dn¡mÀUpIfpsS A`mh¯nÂ ¢n]vX kab¯n\pffnÂ sNbvXp XoÀ¡phm³ A[nImcs¸«hÀ¡v IgnbmsX വരുന്നുണ്ട്. അതുകൊണ്ട് പണാപഹരണം സംബന്ധമായി റിക്കാർഡുകൾ പോലീസിനോ മറ്റോ അയക്കേണ്ടി വരികയാണെങ്കിൽ പോലീസിൽ ഏൽപ്പിക്കേണ്ടി hcp¶ \mÄhgn XpS§nb {]][m\s¸« dn¡mÀUpIfptSbpw aäpw Hmtcm icn]IÀ¸v FgpXn km£ys¸Sp¯n kwL¯nÂ kq£n¨Xn\p ti jta Ignbp¶{X {] kXpX dn¡mÀUpIÄ t]meokns\ GÂ¸n¡mhq. thK¯nÂ കോപ്പിയെടുക്കാമെന്ന മെച്ചമുള്ളതുകൊണ്ടും ഫോട്ടോ സ്റ്റാറ്റ് കോപ്പിയെടുക്കുന്നത് Nnehp IqSnb Hcp amÀ¤aÃmXmbncn¡p¶Xn\mepw t^mt«mkvämäv tIm¸nIÄ FSp¯v kq£n¡pIbmbncn¡pw \¶v.

FÃm PnÃm tPmbnâv cPnkv{SmÀamcpw Sn \nÀt±i §Ä FÃm സംഘത്തിന്റേയും കീഴുദ്യോഗസ്ഥൻമാരുടേയും ശ്രദ്ധയിൽ കൊണ്ടുവന്ന് നടപ്പിലാക്കുന്നുണ്ടെന്ന് ഉറപ്പുവരുത്തേണ്ടതാണ്. കേസുകൾ പോലീസിലേക്ക് റിപ്പോർട്ട് sN¿p¶ Ahkc¯nÂ Xs¶ apIfnÂ hnhcn¨ {]Imcw tIm¸nIÄ FSp¯p kq£n¡phm³ _Ôs¸« kwL§Ä¡v {]tXyI \nÀt±iw \ÂIphm\pw ഉദ്യോഗസ്ഥൻമാർ ശ്രദ്ധിക്കേണ്ടതാണ്.

sI. F³. kptc{µ³
k l IcWkwLw AUoj WÂ cPn k{SmÀ (s{I Unäv)

\¼À kn.]n.(1)66235/86/sI.Unkv. k l IcW kwLw cPn k{Smdm^okv, Xncph\´]pcw, 9þ1þ1987

kÀ¡peÀ \¼À 2/87

hn j bw: **{]mYanI ImÀjnI k l IcW kwL §fnÂ]Wm] IcWhpw [\ZpÀhn\ntbmKhpw XSbp¶Xp kw_Ôn¨ \nÀt±i §Ä.**

{]mYanI ImÀjnI k l IcW kwL §fnÂ]Wm] IcWhpw aäp hne]nSn¸pff km[\§fpsS A] IcWhpw [\ZpÀhn\ntbmKhpw hÀ²\am\amb tXmXnÂ \S¶p hcp¶Xmbn Cu Hm^oknsâ {i ²bnÂ

\nbaewL\ §fn³taepff \S]SnIÄ

s]«mcn¡p¶p. ^mÀtagk kÀhok kIIcW _m¦ DÄs¸sSbpff an¡ hmdpw FÃm {]mYanI kIIcW kwL§fnepw \o¡nbncn¸ntâbpw സ്വർണ്ണപണ്ടങ്ങളുടേയും മറ്റു വിലപിടിപ്പുളള വസ്തു വകകളുടേയും സൂക്ഷിപ്പുകാരൻ kwL§fnse apJy DtZymKkY\mb amt\PnwK UbdIStdm sk{I«dntbm BW C{]Imcw kwL§fnse apJy DtZymKkYs\ am{Xw \o¡nbncn¸ntâbpw സ്വർണ്ണപണ്ടങ്ങളുടേയും സൂക്ഷിപ്പുകാരനായി അവരോധിക്കുന്നതും ബാങ്ക് അക്കൗണ്ടുകളും മറ്റ് വിലപ്പെട്ട വസ്തുവകകളും കൈകാര്യം ചെയ്യാൻ A[nImcs¸Sp¯p¶Xpw]Wm] IcWhpw [\ZpÀhn\ntbmKhpw kzÀ® പണ്ടങ്ങളുടെ തിരിമറിയും `cW kanXnbptSbpw aäpPoh\¡mcptSbpw{i² bnÂ പെടാതെ ബാങ്ക് അക്കൗണ്ടുകൾ കൈകാര്യം ചെയ്ത് തുക കൈവശപ്പെടുത്തി സ്വന്തം Imcy§Ä¡ hn\ntbmKn¡p¶Xn\pw CS hcp¯psa¶ Cu ASp¯ Ime¯p \S¶ Nne kw`h§Ä sXfnbn¡p¶p. kwL§fnse \o¡nbncn¸ XpIbpw ഇതര വിലപ്പെട്ട സ്വർണ്ണ പണ്ടങ്ങൾ ഉൾപ്പെടെയുള്ള സാധനങ്ങളും ഡബിൾ ലോക്ക് ക്രമീകരണത്തിൽ വക്കുകയും ബാങ്ക് അക്കൗണ്ടുകളുടെ കൈകാര്യം മുഖ്യ DtZymKkY\pw asämcp ko\nbÀ DtZymKkY\pw tNÀ¶ \S¯pIbpw രശീതുകളും വൗച്ചറുകളും കാഷ്യർ കൂടാതെ മറ്റു രണ്ട് സീനിയർ ഉദ്യോഗസ്ഥൻമാരും tNÀ¶ H¸ph¡pIbpw XpI \ÂIm³ \nÀt±iw \ÂIpIbpw sNbXmÂ taÂ hnhcn¨ Ipä IrXy§Ä Hcp]cn[n hsc XSbm³ Ignbp¶XmW. AXn\mÂ Xmsg]dbp¶ \nÀt±i§Ä \S¸nÂ hcp¯p¶Xn\ ss_tem t`ZKXn DÄs¸sSbpff \S]SnIÄ FÃm{]mYanI ImÀjnI kIIcW kwL§fpw സ്വീകരിക്കുന്നതിനു വേണ്ട നിർദ്ദേശങ്ങൾ ജോയിന്റ് രജിസ്ട്രാർമാർ നൽകേണ്ടതാണ്.

1. ss_embnÂ hyhkY sNbXn«pff \o¡nbncn¸ XpIsb A[nIcn¡p¶ തുക മുഴുവനും ബാങ്കിൽ അതാതു ദിവസം തന്നെ നിക്ഷേപിക്കേണ്ടതാണ്. നീക്കിയിരിപ്പ് തുകയും സ്വർണ്ണ പണ്ടങ്ങളും മറ്റ് വിലപ്പെട്ട വസ്തുവകകൾ U_nÄ tem¡ {IaoIcW¯nÂ apJy DtZymKkYtâbpw asämcp ko\nbÀ DtZymKkYtâbpw kq£n¸nÂ h¡p¶Xn\ ss_embnÂ വേണ്ട ഭേദഗതി വരുത്തേണ്ടതാണ്. ഇവരിൽ ആരുടെയെങ്കിലും അഭാവത്തിൽ B NpaXe GsäSp¡p¶Xn\ asämcp DtZymKkYs\ ¡qSn നിശ്ചയിക്കേണ്ടതാണ്. ബൈലാ ഭേദഗതി വരുത്തും വരെ ഭരണസമിതിയുടെ Xocpam\¯nsâ ASnkYm\¯nÂ \o¡nbncn¸nsâ kq£n¸pImsc tPmbnâ cPnk{SmÀ¡ \niNbn¡mhp¶XmW.

2. ബാങ്ക് അക്കൗണ്ടുകൾ ഒരു സീനിയർ ഉദ്യോഗസ്ഥനുമായി ചേർന്ന് മുഖ്യ ഉദ്യോഗസ്ഥൻ കൈകാര്യം ചെയ്യേണ്ടതാണ്. ഇവരിൽ ആരുടെയെങ്കിലും അഭാവത്തിൽ ബാങ്ക് അക്കൗണ്ട് കൈകാര്യം ചെയ്യുന്നതിന് മറ്റൊരു ഉദ്യോഗസ്ഥനെക്കൂടി ഭരണ സമിതിക്കു നിശ്ചയിക്കാം. ബാങ്ക് അക്കൗണ്ട് ssIImcyw sN¿p¶Xn\ \niNbní s¸«n«pff hcpsS t]cp hnhcw bYm സമയം ബാങ്കുകളെ അറിയിക്കേണ്ടതാണ്.

3. സംഘത്തിലെ നീക്കിയിരിപ്പും സ്വർണ്ണ പണ്ടങ്ങളും ഇൻഷ്വർ ചെയ്യേണ്ടതാണ്.

k l IcW kÀ¡peÀ kaml mcw

4. amkm´ylW¡pIÄ അടുത്ത മാസം 10 ാം തീയതിക്കകം തയ്യാറാക്കേണ്ടതും ASp¯p IqSp¶ `cWkanXn tbmK¯nÂ AwKoIm c¯n\ സമർപ്പിക്കേണ്ടതുമാണ്.

5. ബാങ്ക് റിക്കൺസിലിയേഷൻ സ്റ്റേറ്റുമെന്റ് മാസം തോറും തയ്യാറാക്കേണ്ടതും ബാങ്ക് അക്കൗണ്ടു പ്രകാരമുളള നീക്കി ബാക്കിയും തമ്മിൽ യോജിക്കുന്നു എന്ന് ബോദ്ധ്യപ്പെടേണ്ടതുമാണ്. തുകകൾ തമ്മിൽ യോജിക്കുന്നില്ലെന്നു കണ്ടാൽ അതു കണ്ടു പിടിച്ച് തെറ്റു തിരുത്തുന്നതിന് വേണ്ട ക്രമീകരണങ്ങൾ മുഖ്യ ഉദ്യോഗസ്ഥൻ ചെയ്യേണ്ടതാണ്.

6. \o¡nbncn¸ntâ bpw aäp hkXphIIfptSbpw kq£n¸pImsc നാൾവഴിയും ഇതര അക്കൗണ്ടുകളും തയ്യാറാക്കാൻ നിയോഗിക്കരുത്.

7. Iymj aqhsaâ cPnkäÀ FgpXn kq£n¡Ww. AXnÂ Iymj കൊണ്ടുപോകുന്നയാളിന്റെ കൈപ്പറ്റ് രസീത് തീയതി വച്ചു വാങ്ങണം. ശമ്പളം പറ്റുന്ന ഒരു സ്ഥിരം ഉദ്യോഗസ്ഥനൊഴികെ മറ്റാരെയും ക്യാഷ് കൊണ്ടുപോകാൻ GÂ¸n¡cpX.

8. sN¡ _p¡pIfpw]mÊ _p¡pIfpw apJy DtZymKkYsâ ssIhi¯nÂ kq£n¡Ww.

9. സംഘത്തിന്റെ നീക്കിയിരിപ്പും സ്വർണ്ണ പണ്ടങ്ങളും മറ്റു വിലപിടിപ്പുളള hkXphIIfpw Adnbn¸ IqSmsX `cWkanXn AwK§Ä പരിശോധിക്കേണ്ടതാണ്.

sI. hn. \¼ymÀ
k l IcWkwLw cPnk{SmÀ

No.C/37475/88. Office of the Registrar of Co-operative Societies, Trivandrum, 3-6-1989

CIRCULAR No. 33/89

Sub: **Coop. Societies-Measures to prevent the burglary and theft from Coop. Societies/banks-Instructions issued.**

Ref: **1. This office Circular No. 26/84 dated 15-5-1984 (in file No.CB (1) 20643/84)**

2. Letter No. D14-38707/88 dated 25-6-88 from the Director General of Police Trivandrum.

In the circular cited above instructions were given to all the co-operative institutions in the state for achieving the physical security of Co-op. Institutions especially credit institutions. Among the various remedial measures suggested

for the security of the Co-op. Credit institutions it was instructed that there should preferably be only one entry/exit point and that should be properly guarded by a trained and intelligent guard. In the said circular it was also intimated that security in the Co-op. Credit institutions must be enforced without looking into the cost factor and that factor should be no consideration for achieving the desired level of safety and security and that as regards external threats involving robberies and dacoities, security arrangements should be fortified so that such attempts are foiled as far as possible.

In the letter cited second above, the Director General of police, has informed this office that thefts from co-operative Banks situated in mofussil areas in the state is on the increase. As a preventive measure, the Director General of police has suggested that it is desirable to appoint armed night watchmen and to construct strong rooms in all coop credit institutions.

In the above circumstances, all the coop. Credit institutions are once again requested that they should strictly adhere to the instructions contained in the circular cited above. Those coop. Credit institutions which are to keep a sizable cash balance or valuable securities like gold ornaments etc. in the institutions branches of institutions should construct strong room and appoint armed night watchman with uniform if not already done. While appointing armed night watchman Ex-servicemen who are trained in handling, modern weaponry and in preventing/defending/robberies and dacoities should be given preference. If no sanctioned post of night watchman is existing on the society/bank, application for sanction for the creation of the post of night watchman with convincing reasons should immediately be submitted to the Joint Registrar of Coop. Societies of the district and the Joint Registrar of Co-operative Societies shall consider such applications with due weight and after taking into stock of the necessity and the various security arrangements to be made in the institution.

P. Prabakaran
Registrar of Co-operative Societies

No.PLI-53465/74. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 10th January 1975

CIRCULAR No. 4/75

Sub: **Share Certificates and Agreements in respect of share contribution, loans etc., given to Co-operative Societies-Instructions regarding scrutiny and prompt submission of the documents to be kept in safe custody in Registrar's office.**

It is found that there is undue delay in the submission of Share Certificates and Agreements to be taken to safe custody in this office in respect of share contribution, loan etc. given to the Co-operative Societies. The Rules governing the payment of the financial assistance prescribe that the Agreements should be obtained before the drawal of the amounts from the treasury and that the share certificates should be obtained within one month from the date of drawal of the amount. Any delay in obtaining the documents will be violation of the Rules and a serious lapse on the part of the drawing officers. All the Deputy Registrars are requested to see that the documents are obtained and forwarded to this office within the time limit prescribed in the Rules governing the financial assistance.

2. It is also found that the documents are not being properly scrutinised and their propriety ensured before forwarding to this office. Many defects are found in the documents sent to this office, particularly in the Agreements. The following instructions are issued in the matter of preparation and scrutiny of the share certificates and agreements.

SHARE CERTIFICATES

1. The share certificate should be in printed form, as far as possible. If printed form is not available the certificate should be in the letter head of the society.
2. The share certificate should be issued in the name of "the Governor of Kerala" and not "the Government of Kerala".
3. It should be signed by the office-bearers competent to sign such documents as per bye-laws of the society.
4. The Certificate should bear the seal of the society.
5. The Certificate should be in tact without mutilations.
6. There should not be any over-writing. Corrections, if any, should be attested (with full signature) of all those signing the certificate.

7. The date of the share certificate should correspond with date of drawal of the amount as far as possible, and in no case later than one month from the date of drawal of the amount.
8. The correctness of the figures entered in the certificate should be verified by the Deputy Registrar.
9. The certificate should not be attested or countersigned by the Deputy Registrar.

AGREEMENT

1. The Agreement should be prepared in Bond paper, as it is to be in safe custody for long periods.
2. The Agreement should be strictly in accordance with the form prescribed for the purpose.
3. The date of the agreement should correspond with the date of drawal of the amount.
4. Overwritings should be avoided. Corrections if any should be listed at the bottom and attested by all the executants.
5. If the document is partly typed and partly written the fact should be noted at concluding portion land attested by all the executants.
6. The documents should be signed by the office-bearers competent for the purpose as per bye-laws. If special authorisation after Board is necessary as per bye-laws, a certified copy of the resolution should be appended to the documents.
7. In the case of documents kept here for safe custody the Registrar has to sign the document on behalf of Government. In such cases the Deputy Registrars should not attest or countersign the documents. Sufficient blank space should be left in the document at the appropriate place for entering the name of the Registrar and for affixing signatures of Registrar and witnesses thereof.
8. The signatures of the witnesses in whose presence the office-bearers of the society are to sign the document should be obtained at the proper place before the documents are forwarded.
9. The document should be forwarded in tact without being mutilated or otherwise spoiled.

The Deputy Registrars are requested to observe the above instructions carefully while forwarding the documents. Proposals for release of the financial

assistance already drawn or proposed for further financial assistance to the same society, should be supported by a Statement by the Deputy Registrar to the effect that the documents in respect of financial assistance already drawn have been obtained and forwarded to this office (quoting reference of the Deputy Registrar under which the documents have been sent).

The receipt of this circular may be acknowledged.

(Sd/-)
Additional Registrar of Co-operative Societies

No.MS.2/59579/79. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 20th December 1979

CIRCULAR No. 72/79

Sub: **Plan Schemes-Providing of Share Capital contribution to Co-operative Societies-Execution of agreement-Instructions issued.**

Rules for the payment of share capital contribution to Co-operative Hospitals, Dispensaries, Autorickshaw Drivers Co-operative Societies, Taxi Drivers Co-operative Societies, Motor Transport Societies, Literary Co-operative Societies etc., clearly stipulate that societies receiving assistance should execute agreement in the form prescribed in the rules before availing the assistance and that the Deputy Registrars should ensure that the agreement is got executed before countersigning the bill.

2. It has come to the notice of this office that the Deputy Registrars are not strictly adhering to the condition with regard to execution of agreement and that in several cases agreements are still due from the Deputy Registrars. It is also noticed that the agreements executed contained several defects which necessitated the same to be returned for rectification for one defect or another more than once. This is a very unsatisfactory state of affairs. The Deputy Registrars are reminded that drawal of funds before obtaining a fault free agreement is a serious lapse and they will be held queerly responsible for such irregular drawal of funds from the treasury.

3. The following instructions are issued for strict compliance by the Deputy Registrars:-

(i) The bills for the payment of share capital contribution and additional share capital contribution should be countersigned by the Deputy Registrars only after the societies executed necessary agreements.

(ii) It should be ensured that the agreements are in the form prescribed under the Rules and that they are perfectly free from defects. Corrections, if any, should be got attested by the executants.

(iii) Copy of the Resolutions authorising the executants to execute the agreements should be attached with the agreement duly attested by any of the officer of the Department.

(iv) Copy of the Rules under which the assistance are sanctioned and copy of the sanctioning order duly attested by the executants should be attached to the agreement.

(v) Share certificate from the societies should be obtained within one month from the date of drawal of the amount from the treasury and forwarded along with the agreement. The date of the share certificate should tally with the date of drawal of the amount.

4. While forwarding the agreement and connected records to this office the Deputy Registrars should furnish a certificate to the effect that the agreement has been properly scrutinised, that it is in the approved form and that it is free of defects.

5. The receipt of this circular should be acknowledged by the Deputy Registrars.

6. Any lapse in this regard will be viewed seriously and the Deputy Registrars are liable to the proceeded against.

(Sd/-)
For Registrar of Co-operative Societies

\¼À 42354/79/ ^n³.(6) klIcW kwLw cPn k{Smdm^ok,
Xncph\´]pcw, 4þ5þ1980

kÀ¡peÀ \¼À 26/80

hnjbw: **klIcW hIp¸ [\Imcys¯ ¸änbpwþ B\pIme nI]«nI IÄþcPn kädpIÄ kq£n¡ Âþ F¶nhsb¸änbpff \nÀt±i§tfbpw \S]SnItfbpw kw_Ôn¨.**

kqN\: **13þ9þ1979 se ^n³ 6/42354/79 mw \¼À I¯**

klIcW hIp¸nse PnÃm ta[mhnI fpsS Hm^okpI fnepw Xmeq¡pI fnse A knkäâ cPn k{SmdpsS Hm^okpI fnepw kÀ¡mcnte¡ hnhn[C\§fnÂ

k l IcW kÀ¡peÀ kam lmcw

സഹകരണ സ്ഥാപനങ്ങളിൽ നിന്നും അടക്കേണ്ടതായ തുകകളെ സംബന്ധിച്ചും kÀ¡mcnÂ \n¶pw hnhn[coXnIfnÂ \Â Inbn«pff km¼¯nI k lmb §sf സംബന്ധിച്ചും അത്യാവശ്യമായി സൂക്ഷിക്കേണ്ട റിക്കാർഡുകൾ സൂക്ഷിക്കുന്നതിൽ വേണ്ടത്ര സൂക്ഷ്മത പാലിച്ചു കാണുന്നില്ല എന്ന് ഈ ഓഫീസിന്റെ ശ്രദ്ധയിൽ പെട്ടിട്ടുണ്ട്. C¡mcy¯nÂ ImemIme§fnÂ \Â Inbn«pff \nÀt±i§fpw AXmXpHm^okpIsâ]cntim[\mIpdn¸pIfnÂ \Â Inbn«pff \nÀt±i§fpw IrXyambn \S¸m¡m¯Xp ImcWw Kh¬saânte¡pw A¡uണ്ട്sâ P\den\pw B\pImenIambn അയക്കേണ്ടുന്ന റിട്ടേണുകൾ, dnt¸mÀ«pIÄ F¶nh hfsc XmaknN¨pw]qÀ®hnhc§Ä CÃmsXbpamW Ab¡m³ Ignbp¶X. BbXn\mÂ Sn Imcy§sf kw_Ôn¡p¶ cPnkäÀdpIÄ aä{] [m\ dnt«WpIÄ F¶nh \mfnXphscbpff എല്ലാ ആവശ്യമായ വിവരങ്ങൾ സഹിതം കൃത്യമായി സൂക്ഷിക്ഷേണ്ടതും അതിനുവേണ്ടി താഴെ പറയുന്ന നിർദ്ദേശങ്ങൾ കൃത്യമായി പാലിക്കേണ്ടതുമാണ്.

1. A\pImenI]«nIIÄ

(1) amkm´y ktäämsaâpIÄ:þ

Hmtcm amkt¯bpw B Unäp ^okpsâ bpw sI.F k.B dnse 156 mw hIp¸ A\pkcn¨ k l IcW kwL§fnÂ tPmen sN¿p¶ DtZymKkY³amcpsS tImkänt â bpw Unamâ If£ ³ _m¡n \nÂ¸XpI F¶nh ImWn¡p¶]«nIIÄ Cu Hm^oknÂ ASp¯ amkw 10 mw XobXn¡p മുമ്പായി അയച്ചു തരേണ്ടതാണ്. പ്രസ്തുത പട്ടികകൾ അയക്കുമ്പോൾ താഴെ പറയുന്ന സംഗതികൾ സസൂക്ഷ്മം ശ്രദ്ധിക്കേണ്ടതാണ്.

1. B hiym\pkcWapff ktäämsaâpIÄ, \nÀ±n jS t^md¯nemtWm F¶ Dd¸p hcp¯pI
2. നിർദ്ദേശാനുസരണമുള്ള പൂർണ്ണ വിവരങ്ങൾ ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ എന്ന് Dd¸p hcp¯pI
3. ap³ amks¯ _m¡n \nÂ¸pff XpI Xs¶ X³ amks¯ ktäämsaânÂ മുന്നിരിപ്പായി എടുത്തിട്ടുണ്ടെന്നും ആഡിറ്റ് ഫീസ്, കെ.എസ്.ആർ,കോസ്റ്റ് മുൻ നിർദ്ദേശങ്ങൾക്ക് ആസ്പദമായി വെവ്വേറെ കാണിച്ചിട്ടുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതാണ്.
4. dh\} dn¡hdn{] Imcw CuSm¡p¶Xn\ PnÃm IfIäÀamtcmS ആവശ്യപ്പെട്ടിട്ടുള്ള തുക പ്രത്യേകം കാണിച്ചിരിക്കേണ്ടതാണ്.

(2) hmb] IfpsS ss{XamknI ktäämsaâ:þ

k l IcW kwL§Ä¡ \Â Inbn«pff hmb] IfpsS Unamâ If£ ³ _m¡n \nÂ¸XpI F¶nh ImWn¡p¶ ss{XamknI ktäämsaâpIÄ ASp¯ മാസം 10 ാം തീയതിക്കു മുമ്പായി ഈ ഓഫീസിൽ ലഭിച്ചിരിക്കേണ്ടതാണ്. ഈ

kÀ¡mÀ klmbw

ktääpsaâpIÄ Ab¡pt¼mÄ H¶mw J Þ nIbnse 1 apXÂ 4 hscbpff നിർദ്ദേശങ്ങൾ പാലിക്കപ്പെടേണ്ടതാണ്. ത്രൈമാസിക സ്റ്റേറ്റുമെന്റുകൾ അയക്കുന്ന കാലതാമസം ഒഴിവാക്കപ്പെടേണ്ടതാണ്.

(3)(4) hmb]bptSbpw hchntâbpw AÀ² hmÀjnI ktääpsaâpIÄ:þ

Hmtcm AÀ² hÀjt¯¡papff Unamâ If£³ _me³k F¶nh ImWn¡p¶, hmb]IfptSbpw Un¸mÀ«psaâ hchn\ §fptSbpw (B Unä ഫീസും, കോസ്റ്റും) അയച്ചു തരേണ്ട നിർദ്ദിഷ്ട ഫോറങ്ങൾ ഈ ഓഫീസിൽ നിന്ന് യഥാസമയം ഡെപ്യൂട്ടി രജിസ്ട്രാർമാർക്ക് അയച്ചു കൊടുക്കാറുണ്ട്. ആയതു സമർപ്പിക്കേണ്ട തീയതിയും തയ്യാറാക്കേണ്ട രീതിയും അറിയിക്കാറുണ്ട്. എന്നാൽ]et¸mgpw ktääpsaâpIÄ \nÀ±njS coXnbnÂ \niNnX XobXn¡p ap³]mbn In«mdnÃ. A¡mcW¯mÂ ktääpsaâpIÄ \nÀ±njS XobXn¡ Kh¬saân\p kaÀ¸n¡phm³ km[n¡p¶nÃ. Cu ktääpsaâpIfnÂ _m¡n \nÂ¸mbn ImWn¡p¶ XpIIÄ]et¸mgpw Cu Imebfhnte¡pff amkm´ytam ss{XamknItam Bb ktääpsaânÂ _m¡n \nÂ¸pff XpIIfpambn hyXymkw കാണുന്നുണ്ട്. ആയതിനാൽ ഈ സ്റ്റേറ്റുമെന്റുകൾ തയ്യാറാക്കുമ്പോൾ ഈ Imebfhnte¡pff amkm´y/ss{Xamkn I ktääpsaânse _m¡n \nÂ¸pff തുകകൾ തന്നെയായിരിക്കുന്നതിന് പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

(5)(6) hmb]bptSbpw hchntâbpw hmÀjnI ktääpsaâpIÄ:þ

Hmtcm km¼¯nI hÀjmhkm\¯nepw kwL§Ä¡ \ÂInbn«pff hmb]IfnÂ kÀ¡mcnte¡ AS¡m³ hogN hcp¯nbn«pff XpIIfptSbpw (Un^mÄ«U tem¬) ktääpsaâpIÄ, Un¸mÀ«psaâ Â dh\}C\¯nÂ (B Unä ഫീസും കെ.എസ്. പാർട്ട് 1 ചട്ടം 156 പ്രകാരമുള്ള കോസ്റ്റും) പിരിഞ്ഞു കിട്ടേണ്ട XpIbptSbpw hnhc§Ä \ÂIp¶Xn\pff \nÀ±njS ^md§fpw \nÀt±i§fpw വളരെ മുൻകൂട്ടി തന്നെ ഡെപ്യൂട്ടി രജിസ്ട്രാർമാർക്ക് അയച്ചു കൊടുക്കാറുണ്ട്. എന്നാൽ Bhiyamb hnhc§Ä \niNnX XobXn¡p ap³] Cu Hm^oknÂ In«mdnÃ. ഈ സ്റ്റേറ്റുമെന്റുകൾ യഥാ സമയം അക്കൗണ്ടന്റ് ജനറലിന് അയക്കാതിരുന്നാൽ ആയത് ആഡിറ്റ് റിപ്പോർട്ടിൽ ഉൾപ്പെടുത്തുന്നതും പബ്ലിക് അക്കൗണ്ട്സ് കമ്മിറ്റിയുടെ hnaÀi\¯n\ hnt[bamIp¶XpamIp¶p. BbXn\mÂ Cu hnhc§Ä bYm സമയം നൽകേണ്ടതാണ്. ഈ സ്റ്റേറ്റുമെന്റിൽ കാണിച്ചിട്ടുള്ള തുക മാർച്ച് amkt¯¡pff amkm´y/ss{XamknI/AÀ² hmÀjnI ktääpsaâpIfpsS തുകകളുമായി വ്യത്യാസം വരാതിരിക്കുവാൻ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്. എല്ലാ വിധ ലോണിനങ്ങളും ഈ സ്റ്റേറ്റുമെന്റിൽ ഉൾപ്പെടുത്തി അയക്കേണ്ടതുമാണ്.

7. kÀ¡mcnte¡pff em`hnlnXwþhmÀjnI Ahtem\w:þ

എല്ലാ സാമ്പത്തിക വർഷാവസാനത്തിലും സർക്കാരിലേക്ക് കിട്ടേണ്ടതായ ലാഭവിഹിതത്തെപ്പറ്റിയുള്ള ഒരു പട്ടിക അയച്ചു തരേണ്ടതാണ്. ഈ പട്ടികയിൽ ഓരോ PnÃbnepw AXmXp km¼¯nI hÀjmhkm\w hsc Hm\cn aqe[\ambn kÀ¡mcnÂ \n¶pw \ÂInbn«pff sam¯w XpIbpw kwL§fpsS F®hpw,

k l IcW kÀ¡ peÀ kam I mcw

AhbnÂ F{X kwL §Ä em`¯nÂ {]hÀ¯n¡p¶p, F{X kwL §Ä ലാഭവിഹിതം പ്രഖ്യാപിച്ചിട്ടുണ്ട്, സർക്കാരിലേക്ക് ലാഭവിഹിതമായി ആ സാമ്പത്തിക വർഷത്തിൽ അടക്കേണ്ട തുക, അടച്ച തുക എത്ര, ലാഭവാഹിതം പ്രഖ്യാപിച്ചിട്ടില്ലാത്ത kwL §Ä F{X, {] Jym]n¡ mXncn¡ m\pw AS¡ mXncn¡ m\papff IcW §Ä ഈ വിവരങ്ങൾ നൽകേണ്ടതാണ്. ഈ സ്റ്റേറ്റുമെന്റുകൾ ഓരോ വർഷവും ജൂൺ 15þാം തീയതിക്കു മുമ്പ് ഈ ഓഫീസിൽ അയച്ചു തരേണ്ടതാണ്.

(8) KmcânbpsS hmÀ jn I Ahtem I \w:þ

സഹകരണ സ്ഥാപനങ്ങൾക്കു വേണ്ടി സർക്കാർ നൽകിയിട്ടുള്ള ഗാരന്റിയുടെ hmÀ jn I IW¡ pIÄ, Cu Hm^okn Â \n¶pw e`n¡ p¶ \nÀ±n jS ^md§ fnÂ നിശ്ചിത തീയതികളിൽ ഈ ഓഫീസിൽ കിട്ടേണ്ടതാണ്.

(9) kwL §ൾക്ക് റിലീസ് ചെയ്യേണ്ട തുകകളുടെ വാർഷിക സ്റ്റേറ്റുമെന്റ്:–

k l IcW kYm] \ §Ä ¡ kÀ¡ mcnÂ \n¶pw{Kmâ , Hm I cn aqe [\w, hmb] F¶oC\ § fnÂ A\phZn¡ p¶ Xp I IÄ kwL §Ä ¡ IrXy kab¯ റിലീസ് ചെയ്ത് കൊടുക്കേണ്ടതാണ്. എന്നാൽ ചില പ്രത്യേക പരിതസ്ഥിതിയിൽ bYm kabw dneok sN¿m³ km²yaÃmsX h¶mÂ A[n I mcapff ഉദ്യോഗസ്ഥൻമാരിൽ നിന്നും സമയ പരിധി ദീർഘിപ്പിച്ചു കൊണ്ടുള്ള ഉത്തരവ് വാങ്ങേണ്ടതാണ്. എന്നാൽ നീണ്ട കാലയളവ് കഴിഞ്ഞിട്ടും തുകകൾ റിലീസ് ചെയ്തു കൊടുക്കാത്ത കേസുകൾ ശ്രദ്ധയിൽ പെട്ടിട്ടുണ്ട് ആയതിനാൽ ഓരോ സാമ്പത്തിക hÀ jmcw`¯nepw ap³ km¼¯n I hÀ jw A \phZn¨ Xp I I fpsS dneo k ns\ ¸än അതാതു ജില്ലാ മേധാവികൾ അവലോകനം നടത്തേണ്ടതും റിലീസ് ചെയ്യാതെ ബാക്കി \nÂ ¸pff Xp I sb ¸änbpff hnhc §Ä Cu Hm^oknte¡ Pq¬ 30 \ ap¼mbn എത്തിച്ചു തരേണ്ടതുമാണ്.

(10) kÀക്കാരിലേക്ക് തിരിച്ചടക്കേണ്ട ഓഹരി മൂലധനത്തിന്റെ വാർഷിക സ്റ്റേറ്റുമെന്റ്:–

kÀ¡ mcnÂ \n¶pw k l IcW kYm] \ §Ä ¡ \Â Inbn«pff Hm I cn മൂലധനം, നിയമാനുസരണം സർക്കാരിലേക്ക് തിരിച്ചടക്കേണ്ടതാണ്. ആയവ hyh kY I Ä ¡ A \p k cWambn IrXyambn Xncn¨S¸n¡ p¶ Xn\pff \S]Sn I Ä sU] }«n cPn k {SmÀamcpw A k n k ä â cPn k {SmÀamcpw bYm k abw കൈക്കൊള്ളേണ്ടതാണ്. ഓരോ സാമ്പത്തിക വർഷത്തിലും അപ്രകാരം Xncn¨S ¡ m\pff Xp I bpw, Xncn¨S¨ Xp I bpw, _m ¡ n Xncn¨S ¡ m\pff Xp I bpw I mWn¡ p¶]«n I IÄ FÃm Pq¬ am k w15 mw Xo bXn ¡ ap³]mbn Cu Hm^oknÂ അയച്ചു തരേണ്ടതാണ്. ഈ വിവരങ്ങൾ അക്കൗണ്ട് ജനറലിനും സർക്കാരിലേക്കും പബ്ലിക് അക്കൗണ്ട്സ് കമ്മിറ്റിക്കും നൽകേണ്ടിവരുന്ന വിവരങ്ങൾ ശേഖരിക്കാൻ ആവശ്യമാകയാൽ ആയത് കൃത്യമായി തരാൻ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

2. **cPn k äd p I Ä**

Xmsg]dbp¶ {] [m\s¸« cPn k ädp I Ä, ap³ \nÀt±i §Ä {] I mcw FÃm PnÃm Hm^okp I fnepw kÀ¡ nÄ B ^okp I fnepw \mfnXp hscbpff hnhc §Ä

ചേർത്ത് പൂർത്തിയാക്കി സൂക്ഷിക്കേണ്ടതാണ്. എല്ലാ കോളങ്ങളിലും പൂർണ്ണ വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതാണ്. ആഫീസ് പരിശോധനാ വേളയിൽ ഇക്കാര്യം Kuch]qÀÆamb n ho £ n ¡ p ¶ XmW.

(1) B Unä ^okI cPn kädp I Ä:þ

Cu cPn käÀ A kn k ä â cPn k {SmÀ B ^okp I fnepw sU] }«n cPn k {SmÀ ഓഫീസുകളിലും പൂർണ്ണ വിവരങ്ങൾ അടക്കം സൂക്ഷിയ്ക്കേണ്ടതാണ്. ഓരോ kwL t ¯ bpw kw_ Ôn ¡ p ¶ B Unä ^okI hnhc § Ä Hmtcm {] tXyI പേജുകളിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. ആഡിറ്റ് ഫീസ് ഒഴിവാക്കപ്പെട്ട സംഘമാണെങ്കിൽ കൂടിയും അക്കാര്യം രജിസ്റ്ററിൽ എഴുതേണ്ടതാണ്. ഓഡിറ്റ് വിഭാഗത്തിൽ നിന്നും കിട്ടുന്ന ഡിമാന്റുകൾ അതാതു സംഘത്തിന്റെ പേജുകളിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. ഓരോ am k hpw B Unä ^okn\ ¯ nÂ AS ¡ p ¶ Xp I bpw Unamâpw tcJs¸Sp ¯ p ¶ Xn\ ഓരോ ഡേ ബുക്കു കൂടി സൂക്ഷിക്കേണ്ടതും ഡേ ബുക്കിൽ നിന്നും ഈ വിവരങ്ങൾ ഡി.സി.ബി. രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതുമാണ്. ആഡിറ്റ് ഫീസിനു വേണ്ടിയുള്ള ഡിമാന്റ് യഥാ സമയം ബന്ധപ്പെട്ട സംഘങ്ങൾക്ക് അയക്കേണ്ടതും ആ തുക ശേഖരിക്കേണ്ടതുമാണ്. റവന്യൂ റിക്കവറി പ്രകാരം ഈടാക്കാൻ നടപടി എടുത്തിട്ടുണ്ടെങ്കിൽ ആ വിവരം അതാതു സംഘത്തിന്റെ പേജുകളിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. അതുപോലെ ലിക്വിഡേറ്റ് ചെയ്ത സംഘങ്ങളെ സംബന്ധിച്ച വിവരം അതാതു പേജുകളിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. അതാത് മാസത്തെ വിവരണങ്ങൾ അതാതുമാസം തന്നെ കൃത്യമായി രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതുw അതാതു മാസത്തെ സ്റ്റേറ്റുമെന്റ് പ്രകാരം പൊരുത്തപ്പെടുത്തേണ്ടതുമാണ്.

(2) t I m k än\pf f Un. k n. _ n. cPn k äÀ:þ

Cu cPn käÀ A k n k ä â cPn k {SmÀ B ^o k nepw sU] }«n cPn k {SmÀ ആഫീസുകളിലും പൂർണ്ണ വിവരങ്ങളോടുകൂടി സൂക്ഷിക്ഷേണ്ടതും സംഘങ്ങൾക്ക് യഥാസമയം ഡിമാന്റ് നോട്ടീസുകൾ അയച്ച് സർക്കാരിലേക്ക് അടക്കേണ്ട തുക കൃത്യമായി അടപ്പിക്കുന്നതിനുള്ള നടപടികൾ എടുക്കേണ്ടതാണ്.

(3) tem¬ eUPdp I Ä:þ

sU] }«n cPn k {SmÀ B ^o k ntebpw A k n k ä â cPn k {SmÀ B ^okp I fntebpw tem¬ eUPdp I fnÂ \nbp I X t I mf § Ä ¡ B k] Zamb n പൂർണ്ണമായ വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതാണ്. ഓരോ ഡിമാന്റും മുൻകൂട്ടി അതാതു കോളങ്ങളിൽ രേഖപ്പെടുത്തി സംഘങ്ങൾക്ക് ഡിമാന്റ് നോട്ടീസ് അയക്കേണ്ടതാണ്. ss{Xam k n I k täåpsaâp I fnÂ ImWn¨n«pf f Xp I I Ä eUPdnse Xp I I fpamb n പൊരുത്തപ്പെടേണ്ടതാണ്. റവന്യൂ റിക്കവറി പ്രകാരം ഈടാക്കാൻ നടപടികൾ എടുത്തിട്ടുള്ള വിവരങ്ങൾ ഉണ്ടെങ്കിൽ ആയത് ലഡ്ജറിൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

(4) Hm I cn aqe [\cPn k äÀ:þ

\n i NnX hnhc § Ä tcJs¸Sp ¯ p ¶ Xn\ \nbp I X cPn k äÀ FÃm A k n k ä â cPn k {SmÀ B ^okp I fnepw sU] }«n cPn k {SmÀ B ^okp I fnepw നാളിതുവരെയുള്ള വിവരങ്ങൾ രേഖപ്പെടുത്തി സൂക്ഷിക്കേണ്ടതാണ്. അതാതു

kIIcW kÀ¡peÀ kamIm cw

]cntim[\m thfbnÂ C¡mcyw _Ôs¸« DtZymKkY³amsc അറിയിക്കാറുണ്ടെങ്കിലും ഇക്കാര്യത്തിൽ കാര്യമായ പുരോഗതി ഉണ്ടായതായി ImWp¶nÃ. AXmXp ImebfhnÂ Cu B^oknÂ \n¶pw e`n¨n«pff kÀ¡pedpIÄ {]Imchpw tIm¬^d³kpIfpsS Xocpam\ {]Imchpw ]qÀ® വിവരങ്ങൾ ഉൾക്കൊള്ളിക്കേണ്ടതാണ്. ലാ`hnInX§fpsS {]Jym]\w ഗവൺമെന്റിലേക്ക് അടച്ചിട്ടുണ്ടെങ്കിൽ അക്കാര്യം എന്നിവ രജിസ്റ്ററിൽ എഴുതി സൂക്ഷിക്കാൻ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

(5) hmbv]bptSbpw {Kmântâbpw hn\ntbmK kÀ«n^n¡äpIÄ:þ

kIIcW kYm]\§Ä¡v A\phZn¡p¶ hmbv]bptSbpw{Kmântâbpw വിനിയോഗ സർട്ടിഫിക്കറ്റുകൾ, കൃത്യമായി യഥാസമയം അയക്കേണ്ടതിന്റെ പ്രാധാന്യം പല പ്രാവശ്യം ഡെപ്യൂട്ടി രജിസ്ട്രാറൻമാരുടെ ശ്രദ്ധയിൽ കൊണ്ടുവന്നിട്ടും C¡mcy¯nÂ henb ImeXmakw hcp¶Xmbn ImWp¶p. tIcf ss^\m³jyÂ tImUnse 210 264 F.(3) F¶o BÀ«n¡nfpIf\pkcn¨v hmbv]bptSbpw ഗ്രാന്റിന്റേയും വിനിയോഗ സർട്ടിഫിക്കറ്റുകൾക്ക് രജിസ്റ്റർ സൂക്ഷിക്കേണ്ടതണ്. ഈ Hm^oknse 17þ4þ1976 se 15996/76 /^n³ (6) \¼À I¯nÂ hmbv]bpsS hn\ntbmK kÀ«n^n¡äp kaÀ¸n¡p¶Xn\mhiyamb \nÀ±njS ^md§fpw \ÂInbncp¶p. F¶mÂ Bhiyamb hnhc§Ä CXp hsc In«nbn«nÃ. Cu Hm^oknse 9þ11þ1977 se 41216/77/^n³ \¼À I¯nÂ {Kmânsâ hn\ntbmK kÀ«n^n¡äv kÀ¡mcnsâ 10þ12þ1976 XobXnbnse Pn.H.(]n) 377/76/^n³ നമ്പറായുള്ള ഉത്തരവിൽ പറയുന്ന മാതൃകയിൽ അയക്കേണ്ടതാണെന്ന് \nÀt±in¨ncp¶psh¦nepw, Ct¸mgpw Cu t^md¯nÂ AÃmsX kÀ«n^n¡äpIÄ kaÀ¸n¡p¶Xmbn ImWp¶p. hmbv]bpw {Kmâpw A\phZn¡p¶ D¯chpIfntem Ah kw_Ôn¨pff s]mXp N«§fntem]dbp¶ കാലാവധിക്കുള്ളിൽ ഉപയോഗിയ്ക്കുന്നതിനും നടപടി സ്വീകരിക്കേണ്ടതും സർട്ടിഫിക്കറ്റുകൾ യഥാ സമയം അയക്കേണ്ടതുമാകുന്നു.

3. **aäp{][m\s¸« Imcy§Ä**

(1) അക്കൗണ്ടന്റ് ജനറലിന്റെ പരിശോധനാക്കുറിപ്പുകൾ:–

അക്കൗണ്ടന്റ് ജനറലിന്റെ പരിശോധനാക്കുറിപ്പുകൾക്കുള്ള ന്യൂനതാ പരിഹരണ റിപ്പോർട്ട് പരിശോധനാക്കുറിപ്പു കിട്ടി 4 ആഴ്ചക്കുള്ളിൽ അയക്കേണ്ടതാണ്. കാലവിളംബം ഇക്കാര്യത്തിൽ ഉണ്ടാക്കാതെ ആദ്യ മറുപടി യഥാസമയം അയക്കേണ്ടതാണ്.

(2) അക്കൗണ്ടന്റ് ജനറലിന്റെ ആഡിറ്റ് തടസ്സങ്ങൾ:–

അക്കൗണ്ടന്റ് ജനറലിൽ നിന്ന് കിട്ടുന്ന ആഡിറ്റ് തടസ്സങ്ങൾക്കുള്ള മറുപടി രണ്ടാഴ്ചക്കുള്ളിൽ സമർപ്പിക്കേണ്ടതാണ്. ഇക്കാര്യത്തിൽ കേരള ഫിനാൻഷ്യൽ കോഡ് 63þmw \¼À N«§fntebpw kÀ¡mcnsâ 9þ6þ1965 se 25/65/ ^n³(sF.F³.F kv.þ3)\¼À kÀ¡pedntebpw \nÀt±i§Ä IrXyambn പാലിക്കേണ്ടതാണ്.

kÀ¡mÀ k I mbw

(3) sNehn\ § fpsS A\pcRP\w:þ

Hmtcm amk¯ntebpw sNehn\ § fpsS A\pcRP\ k tääpsaâp I Ä അടുത്ത മാസം 10 ാം തീയതിക്കു മുമ്പ് ഈ ഓഫീസിൽ അയച്ചു തരേണ്ടതാണ്. km[mcW k tääpsaâp I fnÂ ImWp¶ \}\X I Ä Xmsg hnhcn¡p¶ hbmW.

1. Hmtcm s I Unepf f sNehn\pw{]tXyI k tääpsaâp I Ä A b¡mdnÃ.
2. icnbmb hu¨À \¼dp I Ä ImWn ímdnÃ. Nne sNehp I Ät¡ hu¨À \¼À ImWní mdpf fq.
3. അക്കൗണ്ടന്റ് ജനറൽ ബുക്കു ചെയ്തിട്ടുള്ള പല തുകകളും സ്റ്റേറ്റുമെന്റുകളിൽ ImWmdnÃ.]e sNehn\ § fpw hn«p t]mbn«pf fXmbn ImWp¶ p.
4. GXp Imebf hnte¡pf f _nÃmsW¶ hnhcw ImWn¡mdnÃ.
5. Hcp{]tXyI amks¯ k tääpsaânÂ ap³ amk § fnse sNehn\ § Ä DÄs¸Sp¯n ImWp¶ p.
6. ¹m³ k IoapI Ä¡pf f sNehnsâ A\pcRP\ k tääpsaâp I Ä A b¡mdnÃ.

taÂ ImWn¨ \}\X I Ä IrXyambn]cnIcn¨Xn\p ti j wam{Xta kab]cn[n¡pffnÂ k tääpsaâp I Ä A b¡mhq. ¹m³ k IoanÂ sNehnsÃ¦nÂ "\nÂ" സ്റ്റേറ്റുമെന്റ് അയക്കേണ്ടതാണ്. ബാക്കി നിൽപ്പുള്ള മാസാന്ത്യ അനുരഞ്ജന സ്റ്റേറ്റുമെന്റുകൾ ഉടൻ അയക്കേണ്ടതും നിയുക്ത ഫോറങ്ങളിൽതന്നെ സ്റ്റേറ്റുമെന്റുകൾ അയക്കേണ്ടതുമാണ്. മേൽ നിർദ്ദേശങ്ങൾ കൃത്യമായി പാലിക്കേണ്ടതുമാണ്.

(4) hchn\ § fpsS A\pcRP\w:þ

Cu B^oknÂ \n¶pw 29þ6þ1977 Â 37/77 \¼dmbn]pds¸Sphn¨n«pf f kÀ¡pednÂ Un¸mÀ«psaânsâ hchn\ § fpsS A\pcRP\w \S¯n kÀ«n^n¡äpI Ä \Â I p¶Xns\¸än A knkäâ cPnk{SmÀamÀ¡pw sU]}«n രജിസ്ട്രാർമാർക്കും വളരെ വ്യക്തമായ നിർദ്ദേശങ്ങൾ നൽകിയിട്ടുണ്ട് എന്നാൽ Cu kÀ¡pednse \nÀt±i § Ä bYm kabw \S¸nem¡n ImWp¶nÃ. Sn kÀ¡pednÂ \nÀt±in¡p¶Xp{] ImcapffcPnkädpI Ä kq£n¡pIbpw സർട്ടിഫിക്കറ്റുകൾ യഥാ സമയം സമർപ്പിക്കുകയും ചെയ്യേണ്ടതാണ്.

(5) B Unäv dിപ്പോർട്ടിലുള്ള ഖണ്ഡികകൾക്കും പബ്ലിക് അക്കൗണ്ട്സ് കമ്മിറ്റിയുടെ dnt¸mÀ«nepf f iq]mÀi I Ä¡pw Dff adp]Sn:þ

ആഡിറ്റ് റിപ്പോർട്ടിലുള്ള ഖണ്ഡികകൾക്കും പബ്ലിക് അക്കൗണ്ട്സ് കമ്മിറ്റിയുടെ iq]mÀi I Ä¡pw adp]Sn \Â I p¶Xn\ B h i yamb hnhc§Ä ശേഖരിക്കുന്നതിനു വേണ്ടി ഈ ഓഫീസിൽനിന്നും അയക്കുന്ന കത്തുകൾക്ക പ്രത്യേക പരിഗണന കൊടുക്കേണ്ടതും നിശ്ചയിച്ചിട്ടുള്ള സമയ പരിധിക്കകത്തുതന്നെ മറുപടി നൽകേണ്ടതുമാണ്. ഈ ഇനത്തിൽ സർക്കാരിലേക്ക്

k l IcW kÀ ¡ peÀ kam I mcw

അയക്കേണ്ടതായ മറുപടികൾ സാധരണയായി വളരെ താമ kn¨mW Cu Hm^okn Â \n¶pw Ab¨p hcp¶X. AXn\pff {] [m\ ImcWw sU] }«n രജിസ്ട്രാർമാർ അയക്കേണ്ട റിപ്പോർട്ടുകൾ കൃത്യമായി അയച്ചു തരാറില്ല എന്നതാണ്.

B Unäidnt¸mÀ«nte ¡pff IcSp J Þ nI ¡pff adp] Sn Bd BgN ¡ Iw ഈ ഓഫീസിൽനിന്നും അക്കൗണ്ടന്റ് ജനറലിന് അയച്ചു കൊടുക്കേണ്ടതാണ്. B bXn\mÂ Cu C\¯nepff hnhc§Ä Bhiys¸«mÂ 3 BgN ¡ Iw ആയവ ഡെപ്യൂട്ടി രജിസ്ട്രാർമാർ കൃത്യമായി എത്തിച്ചു തരേണ്ടതാണ്.

പബ്ലിക് അക്കൗണ്ട്സ് കമ്മിറ്റിയുടെ ശുപാർശകൾ നടപ്പിലാക്കുന്നതിന് കൈക്കൊണ്ടിട്ടുള്ള നടപടികളുടെ വിവരങ്ങളും ചില കാര്യങ്ങളിൽ ഒടുവിലത്തെ kYnXnbpw Cu Hm^oknÂ \n¶pw kÀ ¡mcnte ¡ \Â Ip¶Xn\ kab]cn[n ഏർപ്പെടുത്തിയിട്ടുണ്ട് ആയതിനാൽ ഈ ആഫീസിലെ 18–7–1979 ലെ 43/79 kÀ ¡pednÂ]d ª n«pff {] Imcw Cu B ^oknÂ \n¶pw Bhiys¸Sp¶ വിവരങ്ങൾ 10 ദിവസത്തിനകം തന്നെ ഈ ആഫീസിൽ എത്തിച്ചു തരേണ്ടതാണ്. പബ്ലിക് അക്കൗണ്ട്സ് കമ്മിറ്റിയുടെ ശുപാർശകൾ നടപ്പിലാക്കുന്ന കാലതാമസം കമ്മിറ്റി വീണ്ടും അവലോകനം ചെയ്യുന്നതും കാലതാമസത്തെപ്പറ്റി വിശദീകരണം B hiys¸SpI bpw sN¿m³ CSbmIp¶Xn\mÂ Cu Imcy¯nÂ {] tXyI {i ² ചെലുത്തി ആവശ്യമായ വിവരങ്ങൾ കൃത്യമായി എത്തിച്ചു തരേണ്ടതിലേക്ക് ഡെപ്യൂട്ടി രജിസ്ട്രാർമാർ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.

(6) hmb] I fpsS t¢mkmwK _me³ k kÀ«n^n ¡äpI Ä:þ

Hmtcm km¼¯nI hÀjmhkm\¯nepw tem¬ sI UpI fnÂ _m¡n നിൽപ്പുള്ളതായ അക്കൗണ്ടന്റ് ജനറൽ കാണിച്ചിട്ടുള്ള തുക ശരിയാണോ എന്ന് പരിശോധിച്ച് സർട്ടിഫിക്കറ്റ് കൊടുക്കേണ്ടതാണ്. ഇതിലേക്കായി എല്ലാ ഡെപ്യൂട്ടി രജിസ്ട്രാർമാരോടും ഓരോ വർഷവും വിവരങ്ങൾ ആവശ്യപ്പെടാറുണ്ട്. എന്നാൽ bYm kabw hnhc§Ä Xcm³ sU] }«n cPn k{SmÀamÀ B cpw Xs¶ {i ²n¨p കാണാറില്ല. അക്കൗണ്ടന്റ് ജനറൽ ബുക്കു ചെയ്യുന്ന തുകയും ഡിപ്പാർട്ടുമെന്റിലെ തുകയും തമ്മിൽ വളരെയേറെ വ്യത്യാസം കണ്ടു വരുന്നു. അതിന് ഉള്ള പ്രധാന ImcWw Nem\pI fnÂ icnbmb sI UpIÄ ImWn¡mdnÃ F¶pffXmW. അക്കാര്യം ഇനി പ്രത്യേകം ശ്രദ്ധിക്കപ്പെടേണ്ടതാണ്. ക്ലോസിംഗ് ബാലൻസിനുള്ള hnhc§Ä Bhiys¸Spt¼mÄ, Nem\pIÄ A\pkcn¨pff hchnsâ C\ വിവരങ്ങൾ ചലാൻ നമ്പർ, തീയതി, തുക എന്നിവ ഉൾപ്പെടെ നൽകേണ്ടതാണ്. IqSmsX sXämbn AS¨n«pff XpI IÄ amdp¶Xn\ {S j dn B ^oktdmS ആവശ്യപ്പെടേണ്ടതും അപ്രകാരം ആവശ്യപ്പെടുന്ന കത്തിന്റെ പകർപ്പ് ഈ ആഫീസിൽ സമർപ്പിക്കേണ്ടതുമാണ്. ഡെപ്യൂട്ടി രജിസ്ട്രാർ ആവശ്യപ്പെട്ട പ്രകാരം നടത്തുന്ന അഡ്ജസ്റ്റ്മെന്റിന്റെ വിവരങ്ങൾ കൂടി നൽകേണ്ടതാണ്.

Cu kÀ ¡pednÂ]cmaÀin¨n«pff \nÀt±i §Ä FÃm sU] }«n രജിസ്ട്രാർമാരും കൃത്യമായി പാലിക്കേണ്ടതും ആവശ്യമായ നിർദ്ദേശങ്ങൾ അസിസ്റ്റന്റ് രജിസ്ട്രാർമാർക്ക് നൽകേണ്ടതുമാണ്.

_m_p tP ¡ _
k l IcW kwLw cPn k{SmÀ

kÀ ¡ mÀ k l mbw

ANNEXURE-III

NOTICE

No...................

Office of the Department of..

Place Dated the...

To,

Subject: **Repayment of loan and payment of interest thereon.**

Dear Sir,

According to the terms of the loan of Rs. .... Sanctioned to you vide this Government Department.. ....Order No............................. dated .... the annual repayment instalment and/or interest thereon, detailed below, will become due on ....

(i) Repayment .... Rs..
(in words and figures)

(ii) Interest ....Rs..
(in words and figures)

2. Please arrange the payment by the due date. It should be noted that the amount of interest has been calculated on the assumption that payment will be arranged promptly, otherwise it will be revised upwards in accordance with the terms of the loan.

3. The amounts due should be tendered, on or before the due date at accredited to the Government account.

.... In cash or by cheque or draft drawn on any scheduled bank in favour of the...

The payment should be accompanied by a memorandum or chalan, in duplicate, giving the following details:-

(i) Name of the Department

(ii) Name of the Borrower

(iii) No. and date of the loan sanctioned with the loan amount sanctioned

(iv) Amount due for payment, separately for interest and payment

(v) Due date of payment

(vi) The head of amount indicated below in which the amounts will be adjusted in Government accounts should be included in the chalan:-

Head of Account.

(i) Instalment of Principal

(ii) Interest.

4. Separate cheque/draft and chalans should be submitted for payment of principal and interest.

5. For outstation loanees, payment of dues together with memorandum/ chalan is to be arranged through their bank by the due date.

Yours faithfully
(Sanctioning authority)

No.Fin (3) 59156/78. Office of the Registrar of Co-operative Societies, Trivandrum, 20-5-1980

CIRCULAR No. 33/80

Sub: **Co-operative Department-Financial Assistance sanctioned to Co-operative Institutions-non-release of amount-Action taken-regarding.**

It has been brought to the notice of the undersigned that the financial assistance sanctioned to Co-operative Institutions (by way of subsidy/share and loan) is not being released to several the beneficiary institutions in time and is being kept unreleased with Cooperative Banks. The practice of drawing money from the treasury and depositing it in the Co-operative Banks, pending release to beneficiary institutions to be discouraged. In future the Deputy Registrars will see that the assistance sanctioned by Government drawn and deposited in the Cooperative Banks is released to the beneficiary institutions within one month from the date of drawal from the treasury. Deputy Registrar concerned will be held personally responsible for any instance of such retention of Government money outside the consolidated fund. Wherever difficulty in releasing the amount is experienced each such case should be examined on merits and orders of competent authority obtained.

Babu Jacob
Registrar of Co-operative Societies

kÀ¡mÀ klmbw

\¼À]n.& Fw.(3)37030/99 — klIcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 24þ5þ1980

kÀ¡peÀ \¼À 38/80

hnjbw: **IcnP\/KncnP\ §Ä¡pff [\klmbw þ hn\ntbmKs¯ kw_Ôn¨v.**

IcnP\/KncnP\ klIcW kwL§Ä¡v kÀ¡mÀ \ÂIp¶ [\klmb§Ä Ahe`n¨v HcphÀj¯n\Iw hn\ntbmKn¨ncn¡Wsa¶v N«§fnÂ വ്യവസ്ഥയുണ്ട്. ഈ കാലാവധി പരമാവധി ഒരു വർഷം വരെ ദീർഘിപ്പിച്ചു കൊടുക്കുവാൻ രജിസ്ട്രാർക്ക് അധികാരമുണ്ട്. എന്നാൽ പല സംഘങ്ങളും നിശ്ചിത kab¯n\pffnÂ [\klmbw hn\ntbmKn¡pItbm, Imemh[n ZoÀLn¸n¨p sImSp¡phm³ At]£n¡pItbm sN¿p¶nsÃ¶v Adnhmbncn¡p¶p. C{]Imcw sN¿p¶X N«§Ä¡v hncp²amWv. `mhnbnÂ C¡mcy¯nÂ _Ôs¸« DtZymKkvY³amÀ{i² sNep¯pIbpw hn\ntbmKn¡s¸SmsX _m¡n \nÂ¡p¶ XpI Imemh[n Ahkm\n¨mÂ Kh¬saâns¡v Xncn¨S¨v B hnhcw Cu ആഫീസിലേക്ക് അറിയിക്കുകയും ചെയ്യേണ്ടതാണ്. യഥാകാലം വിനിയോഗിക്കപ്പെട്ട തുകയുടെ വിനിയോഗ സർട്ടിഫിക്കറ്റ് അക്കൗണ്ടന്റ് ജനറലിന് അയക്കുകയും വേണം.

kÀ¡mcnÂ \n¶pw [\klmbw e`n¨n«pff kwL§Ä _Ôs¸« C³kvs]IvSd³amÀ ImemIme§fnÂ]cntim[n¨v dnt¸mÀ«v sU]}«n രജിസ്ട്രാർക്ക് സമർപ്പിക്കേണ്ടതാണ്. സർക്കാർ ധനസഹായം ഉപയോഗിച്ച് സംഘം k¼mZn¨n«pff apXepIsf kw_Ôn¨ hnhcw DÄs¡mffp¶ Hcp cPnkäÀ ബന്ധപ്പെട്ട അസിസ്റ്റന്റ് രജിസ്ട്രാർമാരുടെ ആഫീസിൽ സൂക്ഷിച്ചിരിക്കേണ്ടതും B bXv sU]}«n cPnk{SmÀ]cntim[n¨v Cu Hm^oknÂ dnt¸mÀ«v ചെയ്യേണ്ടതുമാണ്.

_m_p tP¡_v
klIcWkwLw cPnk{SmÀ

No.Fin.(2) 41125/80. — Office of the Registrar of Co-operative Societies, Trivandrum, 8-1-1981

CIRCULAR No. 4/81

Sub: **Outstanding utilisation certificate for growth-Delay in furnishing of utilisation certificates-Instructions issued.**

It has been brought to the notice of the undersigned that a large number of utilisation certificate in respect of the grants sanctioned to the various Co-

operative Institutions by this Department upto 31-3-1979 are yet to be furnished to the Accountant General. A list of pending items in respect of the grants sanctioned upto 31-3-1978, as per the details collected from the office of the Accountant General has been forwarded to the Deputy Registrars early during 10/79. But the progress achieved in clearing the long pending items is not at all satisfactory.

The period within which the utilisation certificate have to be furnished to the Accountant General has been specified in the rules for sanctioning each item of grant subsidy. The utilisation certificates have to be furnished within the specified period itself. If the grant/subsidy has not been utilised within the specified period and if extension of time for utilisation is not obtained from competent authority the amount sanctioning has to be got refunded and the details of remittances furnished to the Accountant General. But prompt action in this regard is not seen taken by the Deputy Registrars due to which the number of pending items increase each year. The delay in furnishing the utilisation certificates will be reviewed by the Public Accounts Committee while examining the Report of the Comptroller and Auditor General of India and adversely commented upon.

In this connection attention is invited to Article 210 of KFC. Vol. I accounting to which a register in the form prescribed therein for watching the utilisation of grants-in-aid has to be maintained. But the registers maintained in the District Offices do not contain full details and the entries are not up-to-date in the registers.

The Deputy Registrars are requested to make earnest attempt to furnish the utilisation certificates in respect of all pending items of grants subsidies sanctioned upto 31-3-1979 to the Accountant General without any further delay under intimation to this Office. Such items which are pending without obtaining sanction from competent authority for the utilisation should be got refunded and the details of remittances furnished to the Accountant General under intimation to this Office. The register for watching the utilisation of grants-in-aid should be maintained in the prescribed form with up-to-date details. The register should be periodically checked by the Deputy Registrar and the utilisation certificates for each item of grant/subsidy furnished to the Accountant General within the time limit itself.

The receipt of this communication should be acknowledged.

M. S. Joseph
Registrar of Co-operative Societies

kÀ ¡ mÀ k I mbw

No. P & M.38848/81. Office of the Registrar of Co-operative Societies, Trivandrum, 28-8-1981

CIRCULAR No. 40/81

Sub: **Share Capital contribution for the L.T.O. fund-Appropriation of dividends and the retirement of share capital loan-Instructions issued.**

Government have participated in the share capital structure of various co-operative Institutions from out of the funds obtained from the L.T.O. fund of the Reserve Bank of India. This has been done to augment the borrowing power of the societies concerned, commensurate with their credit needs. Government have issued orders on various occasions specifying the methods of appropriation of dividends on the shares held by Government. Government have also issued orders specifying norms for the retirement of the assistance.

The gist of the procedures to the adopted by the societies regarding the appropriation of dividends/retirement of Government share capital contribution available in the Government orders are narrated below for the guidance of the departmental officers and observance by the institutions concerned.

I. Appropriation of dividends

(a) Primary Agricultural societies

The participation of Government in the share capital structure of primary agricultural credit societies is indirect participation. The Primary Agriculture Societies having Government share capital contribution under indirect participation will remit the dividend at the rate declared by the institutions subject to a maximum of 3% on shares held by Government to the credit of subsidiary state partnership fund of the concerned central bank and not to the treasury. The dividend in excess of the 3%, declared if any, should be credited to the Agricultural Credit Stabilisation Fund of the society.

(b) Central Banks

The share capital contribution by Government in the Central Banks is also indirect participation. The central banks, having Government share contribution will credit the dividend at the rate declared by the Banks subject to the maximum of 3% on the shares held by Government to their subsidiary State Partnership fund and transfer them along with the amount remitted by primary

societies to the principal state partnership fund of the Kerala State Co-operative Bank. The dividend if any declared in excess of 3% should be credited to the Agricultural credit stabilisation fund of the respective Central Bank.

(c) Kerala State Co-operative Bank and large sized societies.

The Share contribution made in the Kerala State Co-operative Bank and large sized societies organised in 1956-57 in direct participation. These institutions will pay to Government every year dividend at the rate declared by the institutions subject to a maximum of 3% on the shares contributed by Government. The dividend declared if any, in excess of 3% should be credited to the Agricultural Credit Stabilisation Fund of the respective institution.

The Central Banks which receive dividend from the primary societies as referred to above should transfer the amount to the Principal State Partnership Fund of the Kerala State Co-operative Bank.

From out of the dividend, thus transferred by Central Banks to the credit of principal state partnership fund, the KSCB shall pay to Government from the third year onwards dividend at the rate of 2½% in respect of the shares held by Government in the Central Banks and the primaries. The Kerala State Co-operative Bank need not pay to Government any amount on account of dividend on shares invested in Central and Primary Co-operative institutions to Government during the first 2 years.

The entire amount collected by the Kerala State Co-operative Bank from the Primary Societies and Central Banks towards dividend on the Government shares, during the first 2 years and the dividend collected in excess of 2 ½ per cent paid to Government as stated above, will be credited to the Agricultural Credit Stabilisation Fund of the Kerala State Co-operative Bank.

II. Retirement of share capital

It has been decided that the continued retention of the share capital assistance granted to the Kerala State Co-operative Bank and the Central Banks is necessary to strengthen their loaning operations. The primary societies are eligible to receive share capital assistance in proportion to their credit requirement subject to the overall maximum of Rs. 50,000 per society. So the share capital assistance received by the Central Banks and the Kerala State Co-operative Bank, need not be refunded whereas the assistance received by the Primary Societies is to be refunded. They shall start the refund of share capital as and

when the total paid up share capital crosses the optimum level of Rs. 50,000. The repayment shall be made from out of the share capital collected from the members over and above the optimum amount. The amount of repayment shall not be exceed 1/10th of the share capital of Government.

The Co-operative institutions which have received Government assistance towards the share capital should adhere to the above instructions. The Departmental Officers will instruct the societies to follow the above procedure.

(Sd/-)
For Registrar of Co-operative Societies

No.Fin. (3) 72143/83. Office of the Registrar of Co-operative Societies, Trivandrum, 1-9-84

CIRCULAR No. 38/84

Sub: **Timely realisation and accounting of dividends due to Government from shares and the amount due to Government on the retirement of shares taken in Cooperatives-Instructions issued.**

It has been brought to my notice that the register for watching the details of share capital contribution sanctioned by Government to Cooperatives is not being maintained properly and that the entries in the register are not up-to-date. The importance and necessity of maintaining the share capital contribution register with up-to-date details was repeatedly pointed out to the Joint Registrars and to the Assistant Registrars (General) but the present position in this regard is not satisfactory. This would indicate that the collection of dividends due to Government and the retirement of shares are not being closely watched by the Departmental Officers. The absence of proper registers at the appropriate levels of the department would adversely affect the collection of Government dues and hence the present state of affairs should not be allowed to continue.

2. With a view to ensuring the proper maintenance of the share capital contribution register with up-to-date details in the offices of the Joint Registrars and the Assistant Registrars (General) the following time bound programme is prescribed.

3. It is the personal responsibility of the Assistant Registrar (General) to collect the full details of share capital contribution sanctioned by Government to Cooperatives under his jurisdiction and to post the details in the register of share capital contribution maintained in his office.

4. The Unit Inspectors will collect, within a week, the working results of the society every year, from the date of receipt of the Government share capital contribution and post the details in the register. The details can be collected from the audit certificates which are available in the office of the Assistant Registrars (Audit). After completing this work, the Unit Inspectors should visit each Society to which Government have contributed share capital and gather the particulars of the declaration and remittance of dividend for the year the Societies were running on profit and retirement of shares and post the details in the register maintained in the Office of the Assistant Registrar (General) on or before 31-10-1984.

5. The Assistant Registrar (General) will give necessary instructions and guidance to the Unit Inspectors in this regard and see that the register maintained in his office is made up-to-date with full particulars, within the stipulated time.

6. After making the register up-to-date, the Assistant Registrar (General) should furnish a true copy of the ledger folios of the entries made in the register in his office to the Joint Registrar and furnish a certificate to the effect direct to this office, with copy to the Joint Registrars on or before 30-1-85.

7. The Joint Registrar should make necessary arrangements to complete the share capital contribution register maintained in his office and furnish a certificate to that effect to the Registrar on or before 31-12-84, by a D.O. letter to Registrar of Coop: Societies.

8. After the arrear work in this regard is over, the Assistant Registrars (General) should furnish monthly periodical reports to the Joint Registrar concerned on this subject before the 20th of the succeeding month indicating the details of dividend due for payment to Government, amount actually paid and amount under arrears, retirement of share capital due for payment to Government, amount actually repaid and amount under arrears. The Assistant Registrars should also verify the register maintained in his office with that of the Joint Registrar Office and reconcile the difference if any, once in 3 months.

9. The collections and accounting of dividends due to Government as well as the amount due to Government on the retirement of shares is primarily the responsibility of the Assistant Registrar (General) of the Circle concerned. The Joint Registrar should critically review the performance of the Assistant Registrars (General) on these in each quarter and forward copy of the review to the Registrar within 20 days after each quarter is over.

10. The above instructions should be carried out immediately by the Joint Registrars the Assistant Registrars (General) and the Unit Inspectors of Co-

operatives. The Joint Registrars and Assistant Registrars (General) will open necessary periodical files in their office to watch the completion of action in this regard periodically.

M. Vijayanunni
Registrar of Co-Operative Societies

\¼À kn.]n.(1)17376/86/sI.Unk. klIcWkwLwcPnk{Smdm^okv, Xncph\´]pcw, 19þ4þ1986

kÀ¡peÀ \¼À 12/86

hnjbw: **klIcWkwL§Äþ kÀ¡mÀ Hmlcn Xncn¨S¡p¶X kw_Ôn¨ \nÀt±i§Ä.**

kqN\: **Kh¬saâv Hmâ 1þ3þ86 se 67568/kn.kn.3/85/F.Un.\¼À I¯v.**

kwL§fnse kÀ¡mÀ Hmlcn Kh¬saâns Adnhp IqSmsX Xncn¨S¡p¶ {]hWX Nne klIcW kwL§fnÂ hfÀ¶p hcp¶Xmbn kÀ¡mcns {i²bnÂ s]«ncn¡p¶p. CX AwKoIcn¡mhp¶tXm t{]mXkmln¸n¡mhp¶tXm Bb Imcyam. klIcW kYm]\§sf i IXns¸Sp¯n ^e{]Zamb {]hÀ¯\§Ä¡ kPPam¡phm³ DXI¯ ¡h®w kÀ¡mÀ Hmlcn FSp¡p¶]²Xn A Jnte´ym ASnkYm\¯nÂ \S¸nem¡n hcp¶XmW. Hcp \niNnX Xp I Hmlcnaqe [\ambn kzcq]n¨p Ign ª mÂ kÀ¡mÀ Hmlcn Xncns I AS¡ Wsa¶ kÀ¡mÀ GÀs¸Sp¯nbncp¶ \n_Ô\ t]mepw klIcW kYm]\§fnÂ kÀ¡mÀ Hmlcn]¦mfn¯w Ahkm\n¸n¡phm³ kabambn«nsÃ¶ _mÀUnsâ A`n{]mb¯n³taÂ kÀ¡mÀ]n³hen¨ncn¡pIbmW. kwLw{]hÀ¯\w hn]pes¸Sp¯phm\pw IqSpXÂ km¼¯nI{]hÀ¯\cwK§fnte¡ AhbpsS{]hÀ¯\whym]n¸n¡phm\pw മൂലധനം വർദ്ധിപ്പിക്കേണ്ടതുണ്ട്. അംഗങ്ങളിൽ നിന്നും ഓഹരി മൂലധനം സ്വരൂപിക്കുവാൻ ഉണ്ടാകാവുന്ന പരിമിതികളും കാലതാമസവും സംഘത്തിന്റെ]ptcmKXnsb XSÊs¸Sp¯n¡qSm. C¡mcy§Ä IW¡nseSp¯ kÀ¡mÀ kwL§fpsS aqe[\¯nÂ]¦mfnIfmhpI F¶ \bw kzoIcn¨p hcp¶p.

kÀ¡mÀ Hmlcn Xncn¨S¡p¶Xmbn ImWp¶ kwL§fnÂ `mhn പ്രവർത്തനങ്ങൾക്ക് നിലവിലുള്ള മൂലധനം പര്യാപ്തമാണെന്ന് കണ്ടതുകൊണ്ടോ, CsÃ¦nÂ `mhnbnÂ hmb] hnXcWw hÀ²n¸n¡phm³ km[yXbnsÃ¶ ബോദ്ധ്യപ്പെട്ടതുകൊണ്ടോ അല്ല എന്നു കാണാവുന്നതാണ്. ഈ പ്രവണത A\phZn¡mhp¶XÃ. kwL¯nsâ hfÀ¨sb XSÊs¸Sp¯p¶ coXnbnÂ മൂലധനം ശോഷിപ്പിക്കുന്നത് ഗുരുതരമായ ക്രമക്കേടായി കാണേണ്ടതാണ്. മാത്രമല്ല HcwKsa¶ \nebnÂ kÀ¡mcns Adnthm k½Xtam IqSmsX \nba¯n\pw

k l IcW kÀ¡peÀ kam lmcw

N«¯n\pw hncp²ambn Hm lcn Xncn¨S¡p¶X AwKXzw hnSpXÂ sN¿p¶Xn\ Xpeyambncn¡pw. AwK§sf hnSpXÂ sN¿p¶Xn\pff \nba§Ä¡pw N«§Ä¡pw hnt[baÃmsX FSp¡p¶ C¯cw \S]SnIÄ നിരുത്സാഹപ്പെടുത്തേണ്ടതും കാരണക്കാരായവരുടെ പേരിൽ നടപടികൾ FSp¡pIbpw thWw. C¡mcy¯nÂ tPmbnâ cPnk{SmÀamÀ k l IcW സംഘങ്ങൾക്ക് പ്രത്യേക നിർദ്ദേശം നൽകേണ്ടതാണെന്നും അറിയിക്കുന്നു.

sI. hn. lcnIrjW³ \mbÀ
k l IcWkwLw cPnk{SmÀ

No.Fin. (1) 24594/85 Office of the Registrar of Co-operative Societies, Trivandrum, 31-5-86

CIRCULAR No. 17/86

Sub: **Financial assistance sanctioned to Co-operative Societies by way of loan execution of mortgage deeds-instructions issued.**

The Committee on Public Accounts 1984-85, in their 117 Report, while dealing with the audit paragraphs connected with Co-operative Department have made the following observations:-

"The Committee are of the opinion that the officers responsible for the wrong drafting of the mortgage deed should be severally censured. The Department should issue strict instructions to its officers to be vigilant while executing such deeds in future."

The Committee have made the above observations in their recommendation relating to a case of wrong drafting of the mortgage deeds executed by a few marketing Co-operatives in respect of loans sanctioned under the refinance scheme sponsored by NCDC for establishing agricultural processing units. As per the rules governing the payment, of assistance under the scheme, the loans would bear interest at the rates at which interest was payable to the NCDC by State Government. However, in the mortgage deed form appended to the rules, the effective rate of interest and higher rate of interest on defaulted instalments were specified as 7.5% and 10% per annum respectively. The rates of interest mentioned in the form of mortgage deed were copied verbatim in the mortgage deeds in question executed by the societies even though the rates of interest have been revised at the time when the loans were sanctioned to the societies. The officers concerned did not properly scrutinise the documents and hence the mistake crept in the mortgage deeds. The Departmental Officers should be very careful in executing the mortgage deeds so-as-to ensure that there will be no

error or mistake in the deed which will result in short recovery of dues and also may leave room for any dispute between the executants later. In case of any doubt, about the rate of interest to be charged, they should consult the Joint Registrar concerned or the Registrar of Co-op: Societies before the deed is executed. If on any account, Government have sustained any loss due to the wrong drafting of the mortgage deed, the loss sustained by Government will be realised from the officer/officers concerned.

K. V. Harikrishnan Nair
Registrar of Co-operative Societies

No.CLT (2) 14100/90 Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 25-8-1990

CIRCULAR No. 30/90

Sub: **Interest subsidy-maintenance charge collected by Primary Co-operative Agricultural Development Bank-refund of amount-direction-regarding.**

Ref: **Government Letter No. 139/81/89/Coop. Dated 3-8-90**

Government have received complaints that a Co-operative Bank has collected a fee known as “interest subsidy “maintenance charge” from the members. The action of the Bank in this regard was not proper. No society/Bank has been empowered to make such unauthorised collection in the name of a scheme sponsored by Government for giving relief to the poor agriculturists. Government took strong objection to this irregular action of the Primary Co-operative Agricultural Development Bank and directed to stop this practice forthwith and also to refund all the amount so collected to the members immediately.

In the above circumstances all the Co-operative Agricultural Credit Societies and Primary Co-operative Agricultural Development Banks in the State are hereby directed to refund immediately the amount if any collected as interest subsidy maintenance charge or collected in any other name directly or indirectly from the members. All Assistant Registrars (General) and (Audit) and Assistant Registrar/Valuation Officers of Primary Co-operative Agricultural Development Banks are instructed to verify and submit certificate the effect that the society/Bank has refunded the said amounts forthwith. All Joint Registrars will see that such a certificate is attached to the future Claim for the arrears of interest subsidy before sanctioning the claims.

K. J. Thomas
Registrar of Co-operative Societies

klIcW kÀ¡peÀ kamImcw

\¼À kn.FÂ.än.(2)48299/92 | klIcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 31þ3þ1992

kÀ¡peÀ \¼À 12/92

hnjbw: **A{Kn¡Ä¨dÂ s{]mUI v j³ tIm{km¸dneo^v kvIow Xp I IW¡m¡p¶Xp kw_Ôn¨pÅ \nÀt±i§Ä**

kqN\: **1). 7þ3þ92 se Pn.H.Fw.F kv 11/92 kl: F¶ kÀ¡mÀ D¯chv**

2) Cu B^okn se 25þ3þ92 se CtX \¼À D¯chv

1–4–91 മുതൽ നടപ്പിൽ വരുത്തിക്കൊണ്ട് സൂചനയിലെ ഉത്തരവ് പ്രകാരം കേരള kÀ¡mÀ D¯chm¡nbn«pff A{Kn¡Ä¨dÂ s{]mUIvj³ tIm{käv dneo^v kvIow A\pkcn¨pff 5% [\klmbw klIcW kwL§fnse AÀlcmb IÀjI AwK§Ä¡v \ÂIp¶Xn\mbn 91 92 hÀjt¯¡v 3 tImSn cq] kqN\bnse 2 mw \¼À D¯chv {]Imcw cPnk{SmÀ FÃm tPmbnâv cPnk{SmÀamÀ¡pw hnSpXÂ sNbvXv \ÂInbn«pffXmWv. AXmXp PnÃm klIcW ബാങ്കിൽ ഈ തുക തൽക്കാലം നിക്ഷേപിക്കേണ്ടതും പദ്ധതിയിൽ പറഞ്ഞിട്ടുള്ള പ്രകാരം അനുവർത്തിക്കേണ്ട നിയമപരമായ എല്ലാ നടപടികളും പൂർത്തിയാക്കി e`n¡p¶ At]£IÄ]cntim[n¨v Hmtcm kwL§fntebpw AÀlcmb അംഗങ്ങൾക്ക് ജോയിന്റ് രജിസ്ട്രാർ അർഹമായ തുക അനുവദിച്ച് ഉത്തരവാകേണ്ടതും B Xp I PnÃm _m¦nÂ \n¶pw]n³hen¡m³ kwL§Ä¡v \nÀt±iw നൽകേണ്ടതുമാണ്. ഇപ്രകാരം തുക നൽകപ്പെടുന്ന ഓരോ സംഘവും ജോയിന്റ് cPnk{SmdpsS D¯cthmS\p_Ôn¨v \ÂIs¸«n«pff kvtääpsaâv {]ImcwDff മെമ്പർമാരുടെ പേരിൽ സേവിങ് ബാങ്ക് അക്കൗണ്ട് തുടങ്ങേണ്ടതും (നേരത്തേ അക്കൗണ്ട് ഇല്ലാത്തവർക്കു മാത്രം) തുക അക്കൗണ്ടിൽ വരവ് വക്കേണ്ടതുമാണ്. മെമ്പർമാരുടെ സൗകര്യാർത്ഥം ഈ തുക പിൻവലിക്കുവാൻ അനുവദിക്കേണ്ടതാണ്.

2. F¶mÂ kwL§Ä AÀlcmb sa¼ÀamcpsS enkväv X¿mdm¡pt¼mÄ taÂ]²Xn A\pkcn¨pff 5% [\klmbw IW¡m¡p¶ coXnsb¡pdn¨v kwkYm\ klIcW ImÀjnI hnIk\ _m¦pÄs¸sS]e klIcW kYm]\§Ä¡pw Nne kwib§Ä DffXmbn a\Ênem¡p¶p. {]kvXpX]²Xn A\pkcn¨v 5% klmbw e`n¡p¶Xv Hmtcm hmbv]bnepw IrXyambn Xncn¨S¡p¶ apXenemWv. AÃmsX Xncn¨S¡p¶ sam¯w XpIbneÃ. klIcW kwL§fnÂ \n¶v FSp¡p¶ hmbv]bnÂ IrXyambn Xncn¨S¡p¶ തുകയുടെ 5% (അതായത് വായ്പ മുതലിന്റെ 5%) ആണ് ആശ്വാസമായി നൽകേണ്ടത്. ZoÀL Ime hmbv]Isf kw_Ôn¨v IrXyambn Xncn¨S¡p¶ apXensâ XhW¯pI¡mbncn¡pw Cu Cfhv e`n¡p¶Xv.]enit¡m AS¡m¯ XpIt¡m Cu Cfhv e`n¡pIbnÃ. DZmlcWw 10000 cq] bpsS HcpZoÀL Ime hmbv]bnÂ KUphmbn 1000 cq] apXenÂ IrXyambn AS¡p¶psh¦nÂ 5%

kÀ¡mÀ k Imbw

Xp I bmb 50 cq] B izmkambn e`n ¡psa¶ ÃmsX 1000 cq] tbmsSm¸w AS¡p¶ ]en i bpw Iq«nbpf f Xp I ¡ B \p Iqeyw e`n ¡p¶ XÃ. aäp Nne hmb] IÄ ¡pw ഇതേ രീതിയിൽ തുക കണക്കാക്കേണ്ടതാണ്. ഹ്രസ്വകാല വായ്പകളിൽ മുഴുവൻ hmb] Xp I bpw]en i bpw hmb] Imemh[n ¡pfnÂ Xs¶ H¶nt¨m XhW I fmtbm AS¨mÂ am{Xta apX³ kwJybpsS 5% B izmk Xp I ¡ AÀ I Xbpf fq. Cu Xp I IW ¡m ¡n \Â Inbmepw aXnbm I p¶ XmW.

3. taÂ hnhcn¨ hn[w B tWm kwL §Ä]«n I X¿mdm ¡p¶sX¶ bqWnä ഇൻസ്പെക്ടർ പരിശോധിച്ച് ഉറപ്പു വരുണ്ടേതാണ്. മാത്രമല്ല ഇക്കാര്യത്തിൽ പിന്നീട് കണ്ടു]nSn ¡ s¸Sp¶ sXäp I Ä ¡]«n I X¿mdm ¡nb kwLw DtZymKk Y³ amtcmsSm¸w bqWnä C³ ks] I SÀamcpw D¯ chmZn I fmbncn ¡p¶ XmsW¶ Adnbn ¡p¶p.

hn. F k. sk ´nÂ
k I IcW kwLw cPn k{SmÀ

No.Fin (5) 31942/92. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 1-10-1992

CIRCULAR No. 34/92

Sub: **Remitting of dividend on Government shares in societies under the scheme of Indirect share Participation-Regarding.**

It has been brought to the notice of Registrar of Cooperative Societies that some Primary Agricultural Credit Societies are remitting dividend on shares held by Government under the scheme of indirect participation of shares, direct to the Treasuries in defiance to the instructions in this regard. It is also noticed that some of the societies are doing this on the advice of the Auditors of the Department. The procedure adopted by the societies and also the advice of the Auditors in this regard are totally against the procedure prescribed by Government. This wrong procedure has created difficulty to the Kerala State Co-operative Bank in the apportionment of the dividend.

In this connection the attention of Chief Executives of Primary Agricultural Credit Societies and Departmental Officers are invited to the G.O. (M.S.) No. 777/63/Agri. Dated 24-8-63 and G.O.(M.S.)NO.341/70 dated 16-8-70 (copy enclosed for ready reference and compliance).

According to the above Government Orders the Primary Credit Societies having received Government share contribution under indirect participation will credit dividend at 3% on shares held by Government to the subsidiary state

partnership fund of the central banks. The Primary Credit Societies need not remit the amount towards dividend on Government shares in Government Treasuries. It is for the Central Co-operative Banks to credit the amount so received from the Primary Agricultural Credit Societies to the principal state partnership fund of the Kerala State Co-operative Bank. All Primary Credit Societies will note this procedure in regard to the payment of dividend on Government shares under the scheme of Indirect Participation. It may particularly be noted that instructions in this circular applies only to Government Share Capital Contribution made to the credit co-operatives under indirect participation.

V. S. Senthil
Registrar of Co-operative Societies

No. Fin A(2) 14802/94 Office of the Registrar of Co-operative Societies,
Thiruvanthapuram, 26-5-94

CIRCULAR No. 17/94

Sub: **Department of Co-operation-Retirement of Share Capital Contribution (under direct participation) by Co-operatives-collection of arrears-instructions issued.**

(1) The State Government is providing substantial financial assistance by way of Share Capital Contribution under various schemes to Co-operatives under direct participation. So also financial assistance are being provided by ‘NABARD’ through State Government towards Share Capital Contribution from National Rural Credit (L.T.O.) fund under indirect participation to credit Co-operatives/Banks such as Kerala State Co-operative Bank, Kerala State Co-operative Agricultural and Rural Development Bank, District Co-operative Banks, Primary Co-operative Agricultural Development Banks, Urban Banks, and Primary Agricultural Credit Societies.

(2) The financial assistance given towards Share Capital Contribution under ‘Direct participation’ is repayable to Government by Co-operatives in instalments fixed in the relevant Rules approved by Government. For the belated repayment of the instalments the societies are liable to pay penal interest also at the rate of 2 ½ Percent. The terms and conditions for retirement of Share Capital Contribution to Co-op: Societies/Banks under “Indirect Share participation” will be prescribed by Government in consultation with the NABARD and separate orders will be issued shortly.

(3) During Finance Inspection of the Offices of Joint Registrar in the districts it has been found that action initiated by Joint Registrar for the collection of arrears of amount due to Government in this regard is very poor. Some of the officers are under the impression that the Share Capital Contribution given by Government to various Co-operatives under "Direct participation" also need not be retired as in the case of assistance given under "Indirect Participation" to Primary Agricultural Credit Societies. Moreover, it is also noticed that the question of collection of arrears in this regard is not even discussed in the monthly conference of Asst. Registrars (General) in the district held by Joint Registrars. As on 1-12-1993 an amount of Rs. 523.88 lakhs is due to Government towards due instalment of Share Capital under Direct participation from various Co-operative Societies in the District except that due from Apex Institutions.

ALL OFFICERS OF THIS DEPARTMENT ARE HEREBY INFORMED THAT NO ORDERS ARE IN FORCE AGAINST RETIREMENT OF SHARE CAPITAL ASSISTANCE RECEIVED UNDER "DIRECT PARTICIPATION"

Extracts of the relevant rules for payment of Share Capital Contribution to various Co-operatives under direct share participation by Government are enclosed for ready reference (Annexure).

(4) Therefore, the Joint Registrars are once again requested to see that the progress in retirement of Share Capital Contribution to Government by various Co-operatives in the District under "Direct Participation" should be reviewed in the monthly conference of Assistant Registrars (General) regularly and monthly target fixed for each circle for collection of arrears and vigorous action should be taken to collect the arrears due to Government in this regard.

(5) A large number of Societies to whom the Share Capital Contribution under 'Direct Participation' have been given are now financially sound and are capable of retiring the share due to Government. The laxity on the part of the field officers of the department has mainly contributed to the non-realisation of share due to Government and this state of affairs can no longer be allowed to continue when the State Government is facing financial strain.

(6) Please acknowledge receipt of this Circular.

(Sd/-)
Registrar of Co-operative Societies

k I IcW kÀ¡ peÀ kam I mcw

ANNEXURE

Extract of the rules Governing the retirement of Share Capital Contribution to Government prescribed in the relevant rules for payment of Share Capital Contribution to various types of Co-operatives.

1. Integrated Co-operative Development Project:

   G.O.(Rt.) No.1028/90 AD. Dated, 27-6-1990.

Rule 9 (a) –"The Share Capital Contribution sanctioned under various schemes under the Integrated Co-operative Development Project will be retired in 14 annual instalments 1st instalment falling due on the first anniversary of the drawal of the amount from the Treasury".

2. Share Capital Contribution in the Kerala State Co-operative Housing Federation:

   G.O.Rt. 785/72/AD dated, 24-3-1972 as amended in G.O. (MS) 348/79/AD. Dated, 13-9-1979.

Rule 9 "The Society shall repay the Government the value of the shares allotted by the Government in ten annual equal instalments commencing from the sixth year of the disbursement of the assistance to the society".

3. Share Capital Contribution to Kerala Government Secretariat Staff Housing Society Ltd.:

   G.O. (MS) No.23/90/Co-op: dated, 16-1-1990.

Rule 9 "The society shall repay the amount contributed by Government under these rules in ten equal instalments the payment of the first instalment commencing from the sixth year of the date on which the amount is drawn from the treasury and the payment of subsequent instalments on the corresponding dates of the subsequent years".

4. Share Capital Contribution to Primary Housing Co-operatives:

   G.O. (MS) 11/85/AD. Dated, 17-1-1985.

Rule 9 "The society shall repay the amount contributed by Government under these rules in 10 Annual equal instalments within a period of 15 years with a moratorium of five years. Repayment shall commence from the sixth anniversary of the date on which the amount was drawn from the treasury".

5. Labour Contract Co-operative Society, Share Capital Contribution:

G.O. (MS) 21/83/AD.dated 4-2-1983.

Rule 7 "The Government Contribution towards the share Capital of a society under these rules shall be for period of 15 years to be retired in 15 equal instalments commencing from the 6th anniversary of the grant of contribution.

6. Marketing & Processing Co-operatives, Share Capital Contribution for expansion of business:

G. O. (MS)426/80/AD Dated, 5-11-1980.

Rule10 "The Share Capital Contribution under this Scheme (including earlier assistance given for marketing and outright purchase) shall be retired in ten annual equal instalments the first instalment falling due on the 6th anniversary of the date of drawal of the amount.

7. Share Capital Contribution to Processing Societies other than factories:

G.O.MS.No.120/62/Agri. Dated, 25-1-1962 as amended in G.O.(MS) 420/80/AD. Dated 3-11-1980.

Rule 8 "The Share Capital Contribution under this scheme including earlier assistance given for processing activities shall be repaid in ten equal instalments the first instalment falling due on the sixth anniversary of the date of drawal."

8. Share Capital Assistance to Primary Marketing Co-operative Societies under the scheme of Rehabilitation of Marketing Societies:

G.O.(MS)465/79/AD dated, 19-12-1979 (State Plan)

Rule 9 "The Share Capital Contributed under this scheme shall be retired into ten equal annual instalments first instalment falling due on the first day after the expiry of the 4th year of the drawal of the amount from treasury."

9. NCDC Scheme-payment of Share Capital Assistance under the scheme 'Strengthening share capital base of selected marketing co-operative society'.

G.O.(MS) 420/80-AD dated, 22-11-1980

Rule12 "The Share Capital Contribution under this scheme shall be retired in 12 annual instalments 1st instalment falling due on the 1st days of after the expiry of second year of the drawal of the amount from the treasury'.

10. Rules for making contribution to the Share Capital of apex Marketing Societies for implementing the scheme for providing margin money to co-op: for distribution of fertilizers.

G.O.(MS) No.214/72-AD dated, 22-6-1972 and

G.O.(MS) 30/79-AD dated, 20-1-1979.

Rule 6 'Government Contribution towards the Share Capital of the Apex Marketing Federation under these rules shall be retired completely in ten annual equal instalments the first instalment being paid on the 6th anniversary of the date on which share contribution was made.

11. NCDC Schemes Share Capital Contribution to Primary Marketing Co-operative Societies under the scheme of rehabilitation of Marketing Societies.

G.O.(MS) No. 26/89-AD dated, 24-2-1989.

Rule19 "The Share Capital Contribution under these rules shall be retired in 12 equal annual instalments, 1st instalment falling due on the 30th November of the second financial year after drawal of the amount from the Treasury".

12. Share Capital Contribution to Co-operative Societies for Construction of Godowns under the word bank/IDA assisted Storage Project III.

G.O. (MS) 25/89-AD. Dated 24-2-1989.

Rule17 'The Share Capital Assistance shall be for a period of 15 years and shall be repaid in 12 equal annual instalments commencing from the 4th Anniversary of the release of the amount from Treasury'

13. Consumers Co-operatives Rules for payment of Share Capital contribution to the Federation and wholesale Consumers Co-operative store.

G.O. (MS) 153/66-Agri. Dated 29-3-1966 and G.O. (MS) No.18/87-Co-op: dated, 9-4-1987.

Rule11 'The Government Contribution to the share capital of the Federation under these rules will be for a period of 15 years repayable to 10 annual equal instalments. The first instalment commencing from the sixth anniversary of grant of the contribution'.

14. Rules for grant of Share Capital Contribution to Consumers Federation Wholesale Co-operative Stores and Primary Consumer Stores for opening Large Sized Retail Outlet.

G.O. MS 128/70-Agri. Dated,28-3-1970.

Rule 8 'The Government Contribution towards the Share Capital of the Store under these Rules for a period of 15 years repayable in 10 equal instalments payment of first instalment commencing from the 6th year of the grant of the contribution and the subsequent instalments on the corresponding date during the succeeding years.

15. Share Capital Contribution to Whole Sale Consumer Store and Primary Consumer Stores-revised rules.

(G.O. (MS) 38/79 Adm dated, 25-1-1979)

G.O.(MS) 103/86/Co-op: dated, 1-12-1986).

Rule11 'The Government Contribution towards the share capital of the stores under these rues shall be for a period of 15 years to be repaid in 10 equal instalments commencing from the 6th anniversary of the drawal of the amount from treasury.

16. Primary Consumer Store: Revitalisation Share Capital Contribution

G.O.(MS) 68/87/Co-op: dated 16-12-1987

Retirement of Share Capital Contribution rules same as in G.O. (MS) 38/79-AD. Dated, 25-1-1979.

17. Share Capital Contribution to School/College Co-operative Stores.

(G.O. MS.16/86/Co-op:dated,19-2-1986)

Rule11 'The Government Contribution towards the Share Capital under these rules shall be for a period of 15 years to be repaid in 10 equal instalments. The first instalment commencing from the 6th anniversary of the drawal of the amount from Treasury.

18. Canteen Co-operatives Share Capital Contribution.

G.O. MS 59/90/Co-op: dated, 11-10-1990.

Rule 9 'The share capital contribution shall be retired in ten equal instalments. The first instalment commencing from the 5th anniversary of the drawal of the amount from treasury.

19. Revitalisation of the District Wholesale Consumer Stores and the Kerala State Co-op: Consumers Federation G.O.MS.35/89 Co-op: dated, 19-7-1989.

Retirement of Share Capital-No conditions stipulated in the rules.

20. Regional Central Co-op: Stores for School Co-op: Stores.

(G.O.MS10/92/Co-op: dated, 5-3-1992)

Rule 7 ‘The Share Contribution sanctioned under these rules shall be for a period of 15 years repayment in 10 annual equal instalments. The first instalment commencing from the 5th anniversary of the grant of the contribution.’

21. Share capital Contribution to Kerala Consumers Federation Wholesale Co-operative Stores and Primary Consumer Stores for the establishment of consumer Industries under NCDC Scheme.

G.O.(MS) No.323/78/AD dated,12-12-1978.

Rule 6 ‘The Share Capital Contribution sanctioned under these rules shall be for a period of 10 years repayable in 8 annual equal instalments the first instalment commencing from the 3rd anniversary of the grant of the contribution’.

22. Share Capital Contribution to University Co-op: Stores:

G.O. (MS) 311/78/AD. Dated 28-11-1978 and G.O. MS 101/80/AD. Dated 28-3-1980.

Rule 9 “The Government Contribution towards the Share Capital of the store under these Rules shall be for a period of 15 years repayable in ten equal instalments first instalment commencing from the 6th anniversary of the grant of the contribution”.

23. Employees Credit Co-operative Societies Share Capital Contribution.

G.O.(MS) 25/72/AD dated.24-7-1972 & G.O. (MS) 273/80/AD dated 24-7-1980.

Rule11 “The Government Contribution towards the share capital of a society under these rules shall be for a period of fifteen years, repayable in ten annual equal instalments and the first instalment commencing from the 6th anniversary of the grant of the contribution”.

24. Scheduled Castes/Scheduled Tribes Co-operatives Share Capital Contribution:

G.O.(MS) 2/81/AD. Dated, 1-1-1982

Rule11 “The Government Contribution towards the share capital of a society under these rules will be for a period of 15 years, the first instalment commencing from the 6th anniversary of the grant of Contribution.”

25. Share Capital Contribution to Co-operative Hospital:

G.O.(MS) 423/80/AD dated, 4-11-1980

Rule 8 "The Government Contribution towards the Share Capital of these societies will be for a period of 15 years payable in ten annual equal instalments the first instalment falling due on the sixth anniversary of the date of drawal of the amount".

26. Share Capital Contribution to Panchayat Dispensaries:

G.O. (MS) 66/73/Health dated, 9-3-1973 and G.O. (Rt.) No.1189/84/AD. Dated, 30-4-1984

Rule10 "The society shall repay the amount contributed by Government under these rules in ten annual equal instalments, the first instalment commencing from the 6th anniversary of the date on which the contribution was drawn by the society.

27. Share capital contribution to Panchayat Co-op: dispensaries and Co-op: hospitals for dealing in drugs:

(G.O.MS.84/80/AD dated 18-3-1980)

Rule 8 "The Government contribution towards the share capital of the society under these rules will be for a period of 15 years repayable in 10 annual equal instalments, payment of the first instalment commencing from the 6th year of the grant of the contribution and subsequent instalments on the corresponding date during the succeeding years."

28. Share Capital Contribution to Miscellaneous Co-operative Societies.

G.O.(MS) 433/79/AD dated 26-11-1979.

Rule12 "The society shall repay the amount contributed by Government under these rules in 10 annual equal instalments the payment of first instalment commencing from the sixth year of the date on which the contribution was drawn by the society."

29. Educational Co-op: Societies-Share Capital Contribution.

G.O.(MS) 116/82/AD dated 24-3-82.

Rule 9 The Share Capital Contribution shall be retired in ten annual instalments, the repayment of first instalment commencing from the 5th Anniversary of the drawal of the amount from the treasury.

30. Literary Co-operative Societies payment of Share Capital Contribution.

(G.O.MS.No.374/76/AD dated 9-11-76)

Rule12 ”The Society shall repay the amount contributed by Government under these rules in 10 equal instalments commencing from the Sixth year of the date on which the contribution was drawn by the society.”

31. Share Capital Contribution to Balawadi Co-op: Society.

G.O. (MS) 8/78/AD dated 6-1-78.

Rule11 “The society shall repay the amount contributed in ten annual equal instalments the payment of first instalments commencing from the sixth year of the date on which the contribution was drawn by the society.”

32. Motor Transport Co-operative Society:

G.O.(MS) 331/76/AD dated 30-9-76 and

G.O.(MS) 306/81/AD dated 29-8-81

Rule12 “The Society shall repay the amount contributed by the Government under these rules in 10 annual equal instalments the payment of the first instalment commencing from the 6th year on which the contribution was drawn by the society”.

33. Vikalanga Sevaka Co-operative Societies-Share Capital Contribution:

G.O.(MS) 24/90/Co-op: dated 7-5-1990

Rule10 “The Government contribution towards the Share Capital of the society under these rules will be for a period of 15 years repayable in the annual instalments, the first instalment commencing from the 6th anniversary of the grant of contribution”.

34. Scheme for financing co-operatives undertaking irrigation projects:

G.O.(MS) 130/82/AD dated 31-3-82.

Rule 6 “The Government Contribution towards the Share Capital of the society under these rules shall be repaid in ten equal annual instalments, the first instalment falling due on the 5th anniversary of the date of drawal of the amount from Treasury”.

35. Autorikshaw Drivers Co-operative Societies Share Capital contribution:

G.O. (MS) 86/74/AD dated 22-3-1974

G.O. (MS) 76/81/AD dated 11-3-1981

Rule11 “The society shall repay the amount contributed under these rules in ten annual equal instalments. The first instalment commencing from the 6th anniversary of the date on which the contribution was drawn by the society.”

36. Additional Share Capital contribution to Autorikshaw Drivers Co-operative Society.

G.O.(MS) 124/79/AD dated 21-3-1979.

Rule11 “The society shall repay the amount contributed under these rules in 10 annual instalments the first instalment commencing from the sixth anniversary of the date on which the contribution was drawn by the society.

37. Share Capital Contribution to Taxi Drivers Co-op: societies

(G.O.MS 86/74/AD dated 22-3-74 & G.O. MS 189/81/AD dated 25-5-1981)

Rule11 “The society shall repay the amount contributed by Government under these rules in 10 annual equal instalments commencing from the Sixth anniversary of the date on which the contribution was drawn by the society.

38. Share Capital contribution to Mahila Co-op: Societies

(G.O.MS 328/77/AD dated 16-11-77)

Rule12 “The society shall repay the amount contributed by Government under these rule in 10 annual equal instalments the first instalment commencing, from the sixth year of the date on which the contribution was drawn by the society.

39. Share Capital Contribution to Motor Transport Co-op: Society.

(G.O.MS 331/76/AD dated 30-9-1976 and

G.O.MS 306/81/AD dated 29-8-1981.

Rule12 “The society shall repay the amount contributed by the Government under these Rules in ten equal instalments the payment of the first instalment commencing from the sixth year of the date on which the contribution was drawn by the society.

40. Rules for payment of Share Capital Contribution to Kerafed.

(G.O.(MS)No.78/92/AD dated 11-3-1992)

Rule11 “The Share Capital assistance shall be repaid by KERAFED, in 10 annual instalments, the repayment of the first instalment being on 6th year after commencing production of the Industrial unit of the sub project concerned. A penal interest of 2.5% will be charged for belated payment of instalments.

NOTIFICATIONS OF GENERAL REMISSIONS AND DEDUCTIONS OF STAMP DUTY UNDER KERALA STAMP ACT 1959

Instrument Executed by or on behalf of any Registered Co-operative Societies (G.O.MS) 795/60/Agri. dated, 8th October 1960

SRO No.75/60:-In exercise of the powers conferred by sub-section (1) and of section 35 of the Travancore Cochin Co-operative Societies Act, 1951 (Act X of 1952) and by sub-section (2) (a) and (2) (b), Section 30 of the Madras Co-operative Societies Act (VI of 1932) and in Supersession of all notifications issued on the subject, the Government, of Kerala direct in respect of Co-operative Societies registered in the State as follows.

1. The Stamp duty, registration fees and fees for encumbrance certificates payable under the Stamp Act and the Registration Act, in force in the State shall be remitted to the Co-operative Societies, in the following cases to the extent indicated in each case.

(a) The whole stamp duty with which under the Kerala Stamp Act 1959 (Act 17 to 1959) Instruments executed by or on behalf of any registered Co-operative Society or instruments executed by "any Officer of such society or member in his own capacity or/and in the capacity of a Guardian of minor" and relating to the business thereof and decisions, awards or orders of the Registrar of the Arbitrators under the said Co-operative Societies Act.

(b) One-half of all fees payable under the law of registration for the time being in force, in respect of any document executed by or on behalf of any registered Co-operative Society or by any officer of such society or member in his own capacity of a guardian of minor and relating to the business there of provided the fees at full rate shall be levied in respect of documents of the value exceeding Rs. Five thousand.

(c) The whole of the search fees payable under Art XI of the table of fees prescribed under Section 78 of the Indian Registration Act 1908 (Act XVI of 1908) by notification No.G.O.(P) 687/66/RD dated 17th December 1966, in respect of applications for encumbrance certificate, made by the Land Mortgage Banks in connection with loans not exceeding Rs. Two thousand.

(d) One-half of the search fees payable under Act XI of the table of fees prescribed under section 78 of the Indian Registration Act. 1908 (Act XVI of 1908) by notification No.G.O.(P) 687/66/RD dated 17th December

1966, in respect of applications for encumbrance certificate, made by the President or Secretary or the Managing Director of a registered Co-operative Society other than Land Mortgage Banks and in the case of Land Mortgage Bank by the President Secretary or Managing Director or by an officer not below the rank of an Inspector (or Supervisor where there is no Inspector) in connection with loans not exceeding Rs. Five thousand.

Note: 1. (In clause (d) the word Managing Director has been substituted as per notification No.81174/C3/33/AD. Dated 3-4-1984)

2. The term 'One half of all fees' applies to all fees under the law of registration including.

(1) Fees for attendance at Private residences, Commission and the service of a female attendant at a private residence.

(2) Fees for appeals and enquires under section 35,41,72 and 73 of the Registration Act.

(3) Fees for attestation of power of Attorney

(4) Fine for late presentation and admission and safe custody of documents.

(5) Fees for memoranda and filing translations.

(6) Fees for copies of documents under section 65 of the Registration Act.

(7) Fees for excess pages used in copying in registers.

Remission granted under clause (c) applies in respect of applications from Co-operative Land Mortgage Banks for encumbrance certificates in connection with loans not exceeding Rs. 2,000 whereas concessions granted under clause (d) applies to application for encumbrance certificate in concession with Loans exceeding Rs. 2,000 but not exceeding Rs. 5,000.

Concessions in search fee under (c) and can be given irrespective of the fact whether the applications comprised properties situate in more than one village or result of the search disclosed more than the one ownership.

The concession granted cannot be extended to a document executed by a non member in favour of Co-operative Society or Land Mortgage Bank, even if presentation thereof is made by the President or any office bearer of such society or Bank.

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Chitties or Kuries conducted by the Co-operative Societies the variola of which since come under Schedule 19 of Kerala Stamp Act is entitled to concession in stamp duty while no concession in fee is allowed for registration of the variola as the fees is prescribed under chitty Act and not under the law of registration (vide extract from Review of Inspection Notes of 1960 Page 40 & 41)

3. Bill of Exchange, Cheques, Promissory notes, Bills of Lading, Letters of Credit, Policies of Insurance, Transfer of shares, Debentures, Proxies and receipt executed by or on behalf of the any Co-operative Societies are also exempted from stamp duty (Vide notification under Serial No.2)

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No.G (3) 32272/76. — Office of the Registrar of Co-operative societies, Trivandrum, 2nd October 1976

CIRCULAR No. 73/76

Sub: **Contract Labour (Regulation and Abolition) Act, 1970 and the Rules thereunder-Enforcement of instructions-Issued.**

Ref: **Government letter No. 47688/C2/76/AD dated 12-6-1976.**

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The Contract Labour Regulation and Abolition Act, 1970 (Central Act 37 of 1970) has been brought into force with effect from the 10th February 1971. Government have issued the Kerala Contract Labour (Regulation and Abolition) Rules, 1974 on 22nd March 1974. The purport of this Act is to regulate the employment of contract labour in certain establishments and to provide for its abolition in certain circumstances and for matters connected therewith. This Act applies

1. to every establishment in which 20 or more workmen are employed.
2. to every contractor who employees 20 or more workmen.

As per Government notification No 1337/E1/73/LBR dated 8-4-1974 Government have appointed the District Labour Officers of each District as the Registering Officers for the respective districts. Some Departments of Government and other establishment have not so far registered their units with the registering officers concerned. The penal provisions of the Act will have to be involved against those who contravene the provisions of the Act. The contraventions of the provisions of the Act/Rules shall be punishable with imprisonment for term which may extend to three months or with fine which may extend to one thousand rupees or both.

Government have directed to issue necessary instructions to all Co-operative in this regard. Hence all Co-operative Societies under the control of the Co-operative Department are requested to comply with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules issued thereunder.

(Sd/-)
For Registrar of Co-operative Societies

No.CS (3) 37599/79. Office of the Registrar of Co-operative societies,
Trivandrum, 27th September 1979

CIRCULAR No. 54/79

Sub: **Weights and Measures (Packed Commodities) Rules, 1977 - Non-adherence of the standards of the Rules-Instructions issued.**

It has been observed by the Assistant Director, Weights and Measures, Ministry of Commerce, Civil Supplies and Co-operation, Madras during his inspection of some of the Super Markets that the procedure followed by the Co-operatives for selling provision and other items pre-packed in polythene bags are not strictly in accordance with the Standards of Weights and Measures

(Packaged Commodities) Rules, 1977. It is further observed that in some places, the names of societies, the prices of the packages etc. were not marked. The prices of the commodities marked on the packages were usually changed to accommodate any subsequent changes in their prices.

2. Under Rule 6 of the Standards of Weights and Measures (Packaged Commodities) Rules every package should have the following particulars indicated clearly thereon.

(i) The name and address of the manufacturer/packer.

(ii) The name of the commodity.

(iii) The net quantity.

(iv) The month and the year in which the commodity is pre-packed.

(v) The sale price.

The packages prepared in the super markets should contain the above particulars. The price and other markings once made on the packages should not be changed.

3. It has been further observed that the rates of the local taxes levied on the packaged commodities sold are also not displayed for the benefit of the consumers in any of the super markets as required under Rule 6 (3) of the Rules. The bills are normally prepared for the total sale of price including the S.T. levied. The rates of local taxes levied are to be displayed prominently to enable the consumers to verify the correctness of the amounts charged.

4. The Managing Directors of Kerala Co-operative Consumers Federation and wholesale Co-operative Consumers Store are requested to issue necessary instructions in this regard to the Supermarket/Department Stores etc. working under them and to ensure that the Rules are followed strictly.

(Sd/-)
For Registrar of Co-operative Societies

No.G3-18816/79. Office of the Registrar of Co-operative societies, Trivandrum, 4th December 1979

CIRCULAR No. 69/79

Sub: **Co-operative Societies-Registration under the Kerala General Sales Tax Act 1963 when turnover exceeds the registerable minimum.**

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The Board of Revenue has brought to notice of this office that a Co-operative Society which started functioning in the year 58-59 had not taken out the required registration certificate under the Kerala General Sales Tax Act and failed to file the statutory returns before the sales Tax Authority. It has also been pointed out that this is not a stray instance.

2. The attention of the societies dealing in goods is invited to the relevant provisions in the Kerala General Sales Tax Act according to which when the turnover exceeds the registerable minimum they have to take out registration under the said Act within 30 days after reaching the turnover to the registerable minimum fixed. Failure to do is an offence under the sales tax Act. Extract of the relevant provision in the said Act is given below:

SECTION 5 OF K.G.S.T. ACT '63.

1. "Every dealer/other than a casual trader or agent of a non-resident dealer whose total turnover for a year is not less than twenty five thousand rupees and every casual trader or agent of a non-resident dealer, whatever be his total turnover for the year shall pay tax on his taxable turnover for that year.

(i) In the case of goods is specified in the first or second schedule at the rates and only at the points specified against such goods in the said schedule.

(ii) in the case of other goods, at the rate of four percent at all points of sale.

2. Every dealer other than a dealer referred to in sub section I whose total turnover for a year in respect of goods specified in the first or second schedule is not less than (Ten thousand rupees) shall pay fix at the rate and only at the point specified against the goods in the first or second schedule, as the case may be, on this taxable turnover in the year relating to such goods.

3. The Registerable minimum prescribed are as under:

	For general goods	For Schedule goods
From 1-4-1963 to 30-11-1973	7,500	2,500
From 1-12-1973 to 31-3-1976	12,500	2,500
1-4-1976 to 31-3-1978	25,000	2,500
From 1-4-1978 to till date	25,000	10,000

4. The time limit for taking out registration certificate prescribed in 30 days from which the total turnover of a dealer has exceeded the registerable minimum.

5. All societies dealing in goods are requested to strictly comply with the above provisions of law and avoid committing of offence under the Kerala General Sales Tax Act.

D. Anandavally Amma
Joint Registrar of Co-operative Societies (General)

No.MP (2) 57228/81. Office of the Registrar of Co-operative societies, Trivandrum,18-12-1981

CIRCULAR No. 56/81

Sub: **Quality control of inputs-Adherence to Insecticides Act-Fertiliser Control Order etc. by Co-operative Societies dealing in inputs instructions-Issued.**

It is brought to the notice of Registrar of Co-operative Societies that the number of Co-operative Societies which have been hauled up for violation of the provision of the Insecticides Act, 1968 increases day by day. In many cases these Co-operative Institutions are not aware of the various conditions they have to abide by in order to indulge in the sale of insecticides. Insecticides had already been issued in the past and hence by now the societies should have been well aware of their responsibilities. However to improve matters the attention of the Co-operative Societies who are already in the business is invited to the various conditions of the Insecticides Act, 1968. It will be difficult for the Department of Agriculture to discriminate between Co-operative Societies and private dealers while taking action when they float the provisions of the Insecticides Act, 1968.

2. The Insecticides Act, 1968 enjoins that no person shall sell or stock for sale, or exhibit for sale any insecticide without a licence issued by competent authority. Selling misbranded insecticide or spurious insecticide or an imitation of another insecticide or insecticide whose shelf life is over are prohibited in the Act. Law requires that the dealer shall conspicuously display the licence in the business premises. Similar restrictions are contained in the Fertiliser Control Order also. But it is alarming to find that many societies do not care to observe the provisions of the statutes. Instances are many where time expired insecticides are put on sale by Co-operatives. In some cases, insecticides whose containers do not contain the inscriptions like Registration Number of the insecticide, net content of volume, batch number, expiry date etc., are also sold

by the societies. It is also informed that a survey of the analytical reports discloses that many pesticide samples drawn from societies do not conform to I.S.I. specifications and that there are also cases were some societies are selling adulterated insecticides whether knowingly or unknowingly. Price list of fertiliser has to be exhibited by the dealers. Many Societies fail to do this. Licenses are not being renewed by them in proper time.

3. If samples are taken from the societies for analysis and if they are found to be either substandard or spurious prosecutions will have to be launched against such societies and such a step is bound to tarnish the image of the Co-operative societies in general and the delinquent societies in particular. In order to avoid this situation, the Co-operative Societies who are dealing in the storage and sale of insecticides, pesticides, fertiliser etc., are once again requested to abide by the various conditions stipulated in the Insecticides Act, 1968 and the Fertiliser Control Order scrupulously. They are also informed that serious consequences will follow if they disregard the conditions stipulated in the above statutes.

M. S. Joseph
For Registrar of Co-operative Societies

Notn.G.O.(P) No.156/81/AD dt. 27-4-1981 published in K.G.No. 21 dt. 25-5-81.

S.R.O.No. 658/82-In exercise of the powers conferred by sub section (1) of Section 40 of the Kerala Co-operative Societies Act 1969 (21 of 1969). The Government of Kerala hereby remit the full all fees payable under the law of registration for the time being in force for the registration of documents and for obtaining encumbrance certificates thereof by any co-operative society, for the time being registered or deemed to be registered under the said Act, of which the majority of members are Harijans.

This notification shall be in force for a period of three years from the date of its publication in the Gazette.

Government of Kerala

ABSTRACT

P.W.D. Centage charges-Exemption from payment of Centage charges for the Construction of buildings sponsored by the Harijan, Girijan Co-operative Societies-Sanctioned-Orders issued.

k l IcW kÀ¡peÀ kamImcw

Public Works (G) Department

G.O.MS.123/83/W Trivandrum,25-10-1983

Read: **1. G.O.P.239/76/PW dated 5-11-76**

2. Petition dated 5-8-82 from the Secretary, Harijan Welfare Multipurpose Co-operative Society, Nettoor P.O.

3. Letter No B7-59651-82 dated 14-12-82 from the Chief Engineer (B & R)

4. Letter No. D3/1022/83/L.Dis. dated 21-1-83 from the Director of Tribal Welfare.

5. Letter No.HG (3) 7918/83 dated 9-3-83 from the Registrar of Co-operative Societies.

ORDER

In the petition read above the Secretary, Harijan Welfare Multipurpose Co-operative Society Ltd. Nettoor, has requested to exempt from payment of Centage charges to the Public Works Department for supervision of construction of their buildings as such buildings are constructed by the said Society with the Grant sanctioned by Government.

In G.O.239/76/PW dated 5-11-76 prescribing the rates of Centage charges it has also been specified that on fees for scrutiny of plans and estimate will be realised in respect of building proposed to be constructed by loans/grants from Government for the Housing scheme of Harijan Welfare Department.

In the letter read as 3rd paper above the Chief Engineer (B & R) has recommended the proposal stating that the Girijan Societies may also be exempted from payment of Centage charges as there are no separate rules in this regard. The Registrar of Co-op. Societies and the Director of Tribal Welfare have also recommended to exempt all the Harijan and Girijan Co-op. Societies from payment of Centage charges to the PWD.

Government have considered the proposal in detail and are pleased to exempt all the Harijan Girijan co-operative societies from payment of Centage charges due to the Public Works Department for the preparation and scrutiny of

plans and estimate, supervision of construction and for issue of valuation charges of the building proposed to be constructed by the said societies with Government grant.

By order of the Governor
Mary Miranda
Deputy Secretary

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No.CS (a) 18641/86. Office of the Registrar of Co-operative Societies,
Trivandrum, 12-2-1987

CIRCULAR No. 6/87

Sub: **Prevention of Food Adulteration Act-Arrangements for Prevention of food adulteration etc.-Reg.**

Ref: **Government Lr. No. 6097/A1/86/Co-op. Dated 19-12-1986.**

The Food Inspector is duly bound to inspect and collect samples of food articles from any establishment where food materials are manufactured stored and exhibited for sale. The Co-operative Societies are major suppliers of food articles. Government have informed that they cannot be excluded from inspection and sampling by the food Inspectors.

2. Section 17 of the P.F.A.Act, 1954 provides (a) when an offence under the Act has been committed by a company (i) (1) the person if any who has been nominated under sub-section (2) of the above Act to be in-charge of and responsible to the company for conduct of the business of the company or (ii) when no person has been so nominated, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company and (b) the company shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

3. Each Co-operative Society can nominate one of its officers as person responsible for its business. The society will be eligible for the right only if it files the nomination. So long as it is not done, the Food Inspector cannot exclude any one who is responsible for the conduct of the business. If any Officer can prove in the court that he is not directly involved in this business, he may be acquitted by the court on that basis.

4. The Food Inspector is notified by the Government and empowers to function as food inspector and to launch prosecution as per provisions of the P.F.A.Act. As such he is not expected to obtain sanction from any authority to launch prosecution.

5. Section 17 (i) of the PFA Act states that if the person against whom prosecution is launched proves that the offence was committed without his knowledge and that he exercised all due diligence to prevent the commission of

such offence, he shall not be liable to any punishment. The officers of the society on whom prosecution has been launched can defend their case before the court on the above lines.

6. In the circumstances all Co-operative Societies are requested to make proper, efficient and durable arrangements to deal only in unadulterated goods especially unadulterate food materials.

K. J. Thomas
Additional Registrar (Consumer)
in-charge of Registrar of Co-operative Societies

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Xncph \ ´] pcw, 4þ1þ1988

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No.G. 56583/87. Office of the Registrar of Co-operative Societies,
Trivandrum, 19-1-1989

CIRCULAR No. 3/89

Sub: **Kerala Labour welfare Fund Act 1975 (Act 11 of 1977) - Applications of the provisions to Co-operative Societies-Clarifications issued.**

Ref: **Government Letter No. 13973/C2/88/Co-op. Dated 11-11-1988.**

Clarification has been sought for from this office by certain societies whether the provisions of the Kerala Labour Welfare Fund Act, 1975 (Act 11 of 1977) are applicable to the Co-operative Societies registered under the Kerala Co-operative Societies Act, 1969 and whether the societies and their employees are liable to make contribution to the Labour Welfare Fund constituted under Act 11 of 1977 in the light of the fact that a separate fund, viz, Kerala Co-operative Employees Welfare Fund has been set up as per G.O.Rt. 383/86/Co-op. Dated 30-9-86 from out of the contributions from employees of Co-operative societies as well as the employer societies. This matter has been referred to Government for clarifications and the Government in their letter referred to above have informed as follows:

According to section 2 (f) (5) of the Kerala Labour Welfare Fund Act, 1975, an establishment including a society registered under the Societies Registration Act, 1860 (Central Act 22 of 1860) which employs on any working day during the preceding 12 months more than 20 persons will come under the purview of the Kerala Labour Welfare Fund Act. Therefore the question whether the Co-operative Societies are commercial establishments or not, is irrelevant regarding the applicability of the provision of the Act 11 of 1977 to the Co-operative Societies and their employees. Moreover the Kerala Labour Welfare Fund and the Kerala Co-operative Employees Fund are entirely different since the Kerala Labour Welfare Fund provides Welfare Schemes for the entire labourers of the State.

In the above circumstances, it is hereby clarified that the provisions of the Kerala Labour Welfare Fund Act, 1975 (Act 11 of 1977) are applicable to the Co-operative Societies registered and governed by the Kerala Co-operative Societies Act, 1969 and, therefore, the societies and their employees are bound to contribute their respective shares to the Fund created under the former Act.

The Societies are requested to take action on the matter on the lines indicated above.

P. Prabakaran
Registrar of Co-operative Societies

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No.CS (2) 9875/89 Office of the Registrar of Co-operative societies, Trivandrum, 8-6-1989

CIRCULAR No. 34/89

Sub: **Prevention of Food Adulteration Act-Arrangements for prevention of Food Adulteration etc.-regarding.**

Ref: **1. Circular No.6/87 dated 12-2-1987 of Registrar of coop: Societies.**

2. Government letter No.6097/A1/86/Coop. Dated 27-1-1989.

In continuation of the Office Circular first cited, the following instructions are issued in the matter of the standards of goods to be maintained as per the provisions of prevention of Food Administration Act.

1. As per Section 2(i) of the Prevention of Food Adulteration Act Adulterant means any material which could be employed for the purpose of adulteration.”

As per section 2(i) (a) an article of food shall be deemed to be adulterated.

a) if the article sold by a vendor is not of the nature, substance or quality demanded by the purchaser and is to his or is not of the nature, substance or quality which it purports or is represented to be.

b) If the article contains any other substance which affect or if the article is so processed as to effect injuriously the nature, substance or quality thereof.

c) If any inferior or cheaper substance has been substituted wholly or in part for the articles so as to effect injuriously the nature, substance or quality thereof.

d) If any constituent of the article has been wholly or in part abstracted so as to effect injuriously the nature, substance or quality thereof.

e) If the article had been prepared, packed or kept under insanitary conditions to health.

f) If the article consists wholly or in part of any filthy, putrid, rotten, decomposed or diseased animal or vegetable substance or is insect-infested or is otherwise unfit for human consumption:

g) If the article is obtained from a diseased animal

h) If the article contains any poisonous or other ingredient which renders it injurious to health.

i) If the contain or the articles composed, whether wholly or in part, of any poisonous deleterious substance which renders its contents injurious to health.

j) If any colouring matter other than that prescribed in respect there of is present in the article, or if the amounts of the prescribed colouring matter which is present in the article are not in the prescribed limits of variability.

k) If the article contains any prohibited preservative or permitted preservative in excess of the prescribed limits.

l) If the quality or purity of the articles falls below the prescribed standard or its constituents are present in quantities not within the prescribed limits of variability, which renders it injurious to health.

m) If the quality or purity of the article falls below the prescribed standard or its constituents are present in quantities not within the prescribed limits of variability but which does not render it injurious to health.

Provided that where the quality of the articles being primary food, has fallen below the prescribed standards or its constituents are present in quantities not within the prescribed limits of variability, in either case, solely due to natural causes and beyond the control of human agency then, such articles shall not be deemed to be adulterated within the meaning of this sub clause.

Explanation:- Where two or more articles of primary food are mixed together and the resultant article of food

is stored, sold or distributed under a name which denotes the ingredients thereof; and

is not injurious to health then such resultant articles shall not be deemed to be adulterated within the meaning of the clause.

All Co-operative institutions which deals in Consumer articles are requested to make proper efficient and durable arrangements to deal only in unadulterated goods especially unadulterated food articles as contemplated in Section 2 (1) as mentioned above.

P. Prabakaran
Registrar of Co-operative Societies

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RESERVE BANK OF INDIA

RURAL PUBLIC AND CREDIT DEPARTMENT OFFICER.

Ref: R.P.O. No. 23/07.D.01/93/94 26th August 1993

All state Co-operative Banks and Central Co-op: Bank.

Dear Sir,

Revival of Interest Tax Act, 1974.

Please refer to our circular RP (i) No.RF. DC.28/D.1-91/92 dated 4th November 1991 addressed to All State Coop: Banks and Central Co-op Banks regarding revival of Interest Tax Act, 1974. In this connection we advise that by section 103 of the Finance Act 1992 clause 5A of section 2 of the Interest Tax Act 1974 has been amended with effect from the 1st day of April, 1993. By virtue of the said amendment, the words, or to any cooperative society engaged in carrying on the business of banking not being the co-operative society providing credit facilities to farmers or village artisans shall be omitted in the sub clause (1) or clause 5 A section 2 of the Interest Tax Act. By the said omission the co-operative societies engaged in the business of banking have been excluded from definition of credit institution from 1-4-93 and as a result they are not liable to interest tax under the Act from the assessment year 1993-94 onwards.

Yours Faithfully
S. D. Kadam
Deputy Chief Officer

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taÂ kmlNcy¯nÂ kwkYm\s¯ {]mYanl hmbp]m k l lcW സ്ഥാപനങ്ങൾ വസ്തു ഈടിൻമേൽ നൽകേണ്ട രണ്ട് ലക്ഷം രൂപ വരെയുള്ള എല്ലാ lmÀjnl `h\ \nÀ½mW hmbp]lÄ ¡pw k l lcW \_m¦ Ft¶m k l lcW kwL §Ä Ft¶m thÀXncnh CÃmsX kqN\ t\m«n^nt¡ j³ {]lmcw അർഹമായ ഫീസിളവ് നൽകുന്നതിന് വേണ്ട നിർദ്ദേശം സംസ്ഥാനത്തെ എല്ലാ സബ് cPnk{SmÀamÀ ¡pw \ÂlWsa¶ A`yÀXYn¡p¶p. C{]lmcw \ÂIp¶ \nÀt±i¯nsâ]lÀ¸Cu B ^okntel¡ Ab¨pXcp¶Xn\ XmÂ¸cys¸Sp¶p.

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GOVERNMENT OF KERALA

Taxes (E) Department

NOTIFICATION

G.O.(P) No. 251/95/TD. Thiruvananthapuram 25th October 1995.

S.R.O. No. 1256/95-In exercise of the powers conferred by section 78 of the Registration Act, 1908 (Central Act 16 of 1908 the Government of Kerala hereby make the following amendment to Table of Fees prescribed in the notification issued under G.O.(P) 147/77/TD dated 23rd November, 1977 and published as S.R.O. No. 1112/77 in the Kerala Gazette No.50 dated 19th November, 1977 as subsequently amended:-

AMENDMENT

In the said notification in article I, after Note (vi to sub-clause (i) of clause (a), the following Note shall be added, namely:-

"(vii) The registration fee for documents securing agricultural loans through Co-operative Societies and housing loans through Housing Co-operative Societies upto Rs. Two lakhs shall be 1% of the value."

The notification shall come into force with immediate effect.

By order of the Governor
N. M. Samuel
Secretary to Government

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hnj bw: **]m¼mSn dqdÂ t I mþHm¸tdäoh s I u kn wK s kmss kän enanäU \ ¼À s I .371þ k l IcW kw L § fpsS s k bnÂ k Sm I k A Ê Êsaâ B Unä kÀ«n^n ¡ änsâ ASn k Ym\ ¯nÂ \S ¯ Wsa¶ B h i yw**

kqN \: **Xm¦ fpsS 20þ5þ97 se F ¨ hn.(1) 18657/97/(11) \ ¼À I ¯**

kqN \ bnse I ¯nte ¡ Xm¦ fpsS {i ² £ Wn íp¶p. t I cf s]mXp hnÂ¸\ \n I pXn 1963, 17 (4 F) h I p¸ A \pk cn¨ t I cf t I mþHm¸tdäoh s kmss käo k B I S 1969 (21 Hm^ 1969) {] I mcw cPn k äÀ sN b Xn«p f f t I mþHm¸tdäoh s kmss kän I fpsS 80þ81 apXepf f hnÂ¸\ \n I pXn A Ê Êsaâp I Ä A hÀ kaÀ¸n ¡ p¶ dnt«Wp I Ä t I mþHm¸tdäoh s kmss känbpsS cPn k{SmÀ B Unäp sN b X dnt¸mÀ« k I nXw kaÀ¸n ¡ p I bmsW¦nÂ A X അംഗീകരിച്ച് തീർപ്പ് കൽപ്പിക്കുന്നതിന് വ്യവസ്ഥയുണ്ട്. ഏതെങ്കിലും ഉദ്യോഗസ്ഥൻ CXn\ hncp² ambn {] hÀ ¯n ¡ p¶ Xmbn dh \} t _mÀUnsâ {i ² bnÂ s] Sp ¯ nbmÂ X ¡ Xmb \S] Sn F Sp ¡ p¶ Xmbncn ¡ pw.

hn i z k XXt bmsS
s k{ I «dn (Sm I k)2

RESERVE BANK OF INDIA

RPCD NO.RF.70/07.38.019/97-98.

18 January 1998
18 Paushe 1919 (Saka)

All State and Central Co-operative Banks

Dear Sir,

Interest Tax Act, 1974, Reduction of Interest tax from 3% to 2%

In supercession of instructions contained in our circular RPCD No.RF.No.RF.BC.22/07/38.01/97/98 dated 25 August 1997 it is now clarified that cooperative societies engaged in the business of banking are not liable to

pay interest tax under the interest Tax Act, 1974 from the assessment year 1993-94 onwards. Hence State/Central Co-operative Banks are exempt from the provisions of Interest Tax Act, 1974 from the aforesaid assessment year.

2. Please acknowledge receipt to the concerned Regional Office.

Yours faithfully
R. M. Josni
General Manager

Endt. CS (4) 4224/98 Office of the Registrar of Co-operative societies, Trivandrum, 4-2-1998

Copy communicated to all Joint Registrar and Deputy Registrar (Audit) for information and necessary action.

Copy to Addl. Registrar (Gl.) and Deputy Registrar (Credit)

For Registrar of Cooperative societies

N0.G(2)17683/200 Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 6-5-2000

CIRCULAR No. 24/2000

Sub: **Co-operation Department-The Standards of Weights and Measures (Enforcement) Act 1985 - Eradication of illegal Dual Graduated unstamped Measuring tapes and Non-standard units-instructions issued Regarding.**

Ref: **Letter No.D2-1125/2000 dated 29-2-2000 from the controller of Legal Metrology, Thiruvananthapuram.**

As per letter cited the Controller of Legal Metrology has informed that the standards of Weights and Measures Act 1976 and the standards of Weights and Measures (Enforcement) Act 1985 provides for the use of only metric units in any commercial transaction, industrial production or for protection. Manufactures, sale and use of instruments which non standard units inscribed on them is a violation of the provisions of law. Usage of dual graduated tapes or scales (i.e. inch, Feet/Cm, Mt) are not permissible under law. As per section 39 (1) of the standards of weights and Measures (Enforcement) Act 1985, Keeping of non-standard weights and Measures for use in transaction or for industrial production or for protection shall be punished with fine, which may extend to two thousand rupees and for the second or subsequent offence, with

imprisonment for a term which may extend to one year and also with fine. Several Corporate Companies are still using non-standard dual graduated (Inch, Feet/Cm, Mtr) measuring tapes in their day to day filed/production activity. He has also informed that they are launching a special campaign programme to eradicate such non-standard dual graduated illegal measuring tapes.

Therefore all Joint Registrar (General) are requested to advise Co-operative institution in their District to comply the above instruction strictly.

K. Chandrasena Prasad
Additional Registrar (Consumer)
In charge of Registrar of Co-operative Societies

\¼À kn. BÀ.]n.5416/99 FÂ.Unk.

k l IcW kwLw tPmbnâ cPnk{SmÀ(P\dÂ Hm^okv)
XriqÀ 24þ3þ2000

tPmbnâ cPnk{SmÀ (P\dÂ)
XriqÀ

k l IcW kwLw A knkäâ cPnk{SmÀ (P\dÂ)
apIpµ]pcw

kÀ,

hnjbw: **k l IcW kwL §Ä \ÂIp¶ Hgnapdn¡]eni IqSn IW¡m¡n cPnkt{Sj³ ^okv \ÂIp¶Xþkw_Ôn¨v**

kqN\: **1) apIpµ]pcw A knkäâ cPnk{SmÀ (P\dÂ) sâ 3þ9þ99 se 1634/99 \¼À I¯v.**

2) XriqÀ PnÃm cPnk{SmdpsS 1þ2þ2000 se sF.F³.F k.2 75/2000 \¼À I¯v.

kqN\bnte¡v Xm¦fpsS {i² £Wn¡p¶p.]Wb Hgnapdn B [mc§fnÂ cPnktSj³ ^okv CuSm¡p¶X {]Xn^e kwJybn³ taemW. {]Xn^e kwJysb ¶mÂ]Wb¯pI, AXn³ taepff]eni, t\ct¯]Ww വല്ലതും കൊടുത്തിട്ടുണ്ടെങ്കിൽ അത് എന്നിവയുടെ ആകെ തുകയാണെന്ന് Adnbn¡p¶p.

hnizkXXtbmsS
ജോയിന്റ് രജിസ്ട്രാർക്കു വേണ്ടി

GOVERNMENT OF KERALA

_ Ôs¸«aäþ \ñba§Ä

TAXES (E) DEPARTMENT

NOTIFICATION

G. O. (P) No. 92/2000/TD. Thiruvananthapuram, 12th June, 2000

S.R.O.No. 563/2000-In exercise of the powers conferred by section 78 of the Registration ACT, 1908 (Central Act 16 of 1908), the Government of Kerala hereby make the following further amendment Table of Fees prescribed in the notification issued under G.O.(P) 147/77/TD. Dated 23rd November 1977 and published as S.R.O. No. 1112/77 in the Kerala Gazette No. 50 dated 13th December, 1977 namely:-

AMENDMENT

In the said Notification, in Article I, in Note (vii) to sub-clause (i) of clause (a), after the words "two lakhs" the following words shall be inserted, namely:-

"and for the release deeds thereof'

This notification shall come into force at one.

By Order of the Governor
Nalini Netto
Secretary to Government

EXPLANATORY NOTE

(This does not form part of the order but is intended to indicate its general purport)

As per G. O. (P) 251/95/TD dated 25-10-1995 Government have reduced registration fee from 2% to 1% for mortgaging the documents for securing agricultural loans through Co-operative Societies and housing loans through Housing co-operative Societies up to two lakhs. But the registration fee for the release documents of the loans has not been reduced from 2% to 1%. So many representations have been received from the public on this issue. Government have examined the issue in detail and has decided to reduce the registration fee from 2% to 1% for the release deed executed for securing agricultural loans through Co-operative Societies and Housing loans through Housing Co-operative Societies up to Rs.2 lakhs.

The notification is intended to achieve the above objecrt.

No.PL(4) 12061/75. Office of the Registrar of Co-operative Societies,
Trivandrum, 16th April 1975

CIRCULAR No. 22/75

Sub: **Co-operative Societies affiliation to the State Co-operative Union directions-Issued.**

Although it is imperative that every Co-operative Society in the State should get itself affiliated to the State Co-operative Union and renew such affiliation annually on payment of the prescribed fees, it is observed that a very large number of Co-operative Societies have not complied with the provisions of Section 90 of Kerala Co-operative Societies Act, and Rule 151 issued thereunder. Out of 4527 Co-operative Societies under the Administrative control of the Co-operative Department and more than 5000 Societies administered by other departments only 2832 societies in the State affiliated to the State Co-operative union at present. The affiliated societies are also not prompt in renewing their affiliation annually.

Under the circumstances stated above the following directions are hereby issued.

(1) Unless a Co-operative Society produces a current affiliation certificate the privileges conferred on the Co-operative Societies under the Kerala Co-operative Societies Act will be withdrawn.

(2) Applications from Co-operative Societies for loans from the financing banks should be considered only on production of current affiliation certificates.

(3) The societies should if called upon to do so produce current affiliation certificates in respect of all applications submitted by them under the Act.

(4) The societies should if required produce current affiliations certificates in respect of all applications for financial assistance from Government. Applications from such societies as are not affiliated or have not renewed their affiliation regularly are liable to be rejected.

The Deputy Registrars (General) will communicate the contents of this circular directions to all the Co-operative Societies and Circle Co-operative Unions in their respective districts.

K. Kesavan Nair
Additional Registrar, in charge of Registrar of Co-operative Societies

k l lcW bqWnb\plÄ

\¼s]n.än(2) 2452/89 — k l lcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 3þ1þ1990

kÀ¡peÀ \¼À 2/90

hnjbw: **kwkYm\ k l lcW bqWnbtâbpw kÀ¡nÄ k l lcW യൂണിയന്റേയും പ്രവർത്തനവും ഫണ്ടു പിരിവും സംബന്ധിച്ച് \nÀt±i§Ä]pds¸Sphn¡p¶p.**

kqN\: **]n.än.(2) 2452/89 XobXn 17þ1þ89**

kwkYm\ k l lcW bqWnb\pw kÀ¡nÄ k l lcW bqWnb\plfpw GtIm]n¨ {]hÀ¯n¨ ChnsS A\utZymKnI k l lcW¯nsâ apJy Bhiy§fmb t\XrXz]cnioe\w, AwK§fpsS hnZym`ymkw, Poh\¡mcpsS]cnioe\w Chbpw kwL§fpsS GtIm]nX {]hÀ¯\w, AwK kwL§Ä X½nepff k l lcWw Chbpw km²yമാക്കിത്തീർക്കേണ്ടതാണെന്ന് നിയമവും ചട്ടങ്ങളും വിവക്ഷ ചെയ്തിട്ടുണ്ടെങ്കിലും ഈ കാര്യത്തിൽ വേണ്ടത്ര ശ്രദ്ധ sNep¯p¶Xmbn ImWp¶nÃ. AXpt]mse Xs¶ kwkYm\ k l lcW bqWnbtâbpw kÀ¡nÄ k l lcW bqWnbtâbpw [\mKa amÀ¤§fpw icnbmbn D]tbmKs¸Sp¯p¶Xmbn ImWp¶nsÃ¶p am{XaÃ CXn\v icnbmb \nb{´W§fpwDffXmbn ImWp¶nÃ. N«w147 Â]dbpw{] lmcwap³ hÀjs¯ hch sNeh IW¡pIfpw {]hÀ¯\ dnt¸mÀ«pw hcpw sImÃs¯ _UPäpw പ്രോഗ്രാമുകളും ഉണ്ടാക്കി സംസ്ഥാന സഹകരണ യൂണിയനും രജിസ്ട്രാർക്കും kÀ¡nÄ bqWnb\pIÄ \ÂIWsa¶mWv hyhkY. kÀ¡nÄ k l lcW യൂണിയനുകളുടെ സെക്രട്ടറിയായി പ്രവർത്തിക്കേണ്ടതും പ്രവർത്തിക്കുന്നതും kÀ¡nfnse IqSpXÂ kÀhokpw]cnNbhpapff Un¸mÀ«psaâv C³ks]IvSdmbncp¶n«pw Cu Imcyw Bhiys¸«n«pt]mepw \S¸nÂ hcp¶nsÃ¶Xpw kwkYm\ k l lcW bqWnb\nÂ \n¶pw \ÂInbn«pff cioXp _p¡v D]tbmKn¨v]ncn¡p¶ A^nentb³ ^oknsâ hnhc§fpw 25% am{Xw kwkYm\ k l lcW bqWnb\v AwKoIcn¨Xp {]Imcw \ÂIp¶nsÃ¶Xpw Gähpw tJZIchpw in£mÀl hpamsW¶pffXn\p]pdta Un¸mÀ«psaâns സൽപ്പേരിന് കളങ്കം ചാർത്തുന്ന സാഹചര്യം ഉണ്ടാക്കുകയുമാണ്. ഈ അനാസ്ഥയും sXämb {]hÀ¯\hpw AXmXnsâ Xcwt]mse \S]SnIÄ¡v hnt[bam¡p¶Xn\p]pdtaCu Ah kY XpScmXncn¡m\pff lÀi\amb \nÀt±i§fpw Bhiyambn ImWp¶p. Cu kmINcy¯nÂ Xmsg]dbpw{] Imcw \nÀt±i§Ä _Ôs¸« FÃmhÀ¡pambn \ÂIp¶p.

1. N«w147 Â]d ª {] Imcw Ign ª sImÃs¯ {]hÀ¯\ dnt¸mÀ«pw hch sNeh IW¡pIfpw hcpw sImÃs¯ _UPäpw t{]m{KmapIfpw kÀ¡nÄ bqWnb\pIÄ Hmtcm hÀjmh km\w Ign ª 3 amk¯n\pffnse¦nepw kwkYm\ k l lcW bqWnb\pw]IÀ¸v PnÃm tPmbnâv cPnk{SmÀ¡pw \nÀ_Ôambpw അയക്കേണ്ടതാണ്. 1988þ89 se hch sNeh IW¡pIfpw

k l IcW kÀ¡peÀ kaml mcw

{] hÀ¯ \ dnച്ചോർട്ടും 89 90 ലെ ബഡ്ജറ്റും പ്രോഗ്രാമുകളും ഇപ്രകാരം ഉണ്ടാക്കി പരമാവധി 31–1–90 നു മുമ്പ് സമർപ്പിക്കേണ്ടതുമാണ്. ജോയിന്റ് രജിസ്ട്രാർമാർ ഈ കാര്യത്തിൽ നിതാന്ത ജാഗ്രത പുലർത്തേണ്ടതും വീഴ്ച വരുത്തുന്ന സെക്രട്ടറിമാരുടെ പേരിൽ യുക്തമായ നടപടികൾ സ്വീകരിക്കേണ്ടതുമാണ്.

2. kwkYm\ k l IcW bqWnb³ \Â Inbn«pff cioXp _p¡pIÄ D]tbmKn¨ A^nentb j³/dn\}hÂ ^ok kÀ¡nfnse FÃm{] hÀ¯\ £aXbpff kwL§fnÂ \n¶pw IpSninIbS¡w 89þ90 hsc 28þ2þ90 മുമ്പ് ഈടാക്കേണ്ടതും ഡി.സി.ബി.രജിസ്റ്ററുകൾ സർക്കിളിൽ സൂക്ഷിക്കേണ്ടതുമാണ്. A§s\ CuSm¡p¶ hcnkwJybpsdS 25% kwkYm\ k l IcW bqWnb\ kwL§fpsSt]À hnhchpw Uq¹nt¡ä രസീതുകളുമടക്കം മാസാമാസം നൽകേണ്ടതും സംസ്ഥാന സഹകരണ bqWnb³ \Â Ip¶ A^nentb j³/dn\}hÂ kÀ«n^n¡ä AS¡apff രസീതുകൾ സംഘങ്ങൾക്ക് നൽകേണ്ടതുമാണ്. ഈ കാര്യത്തിൽ യാതൊരു hn«phogNbpw A\phZn¡p¶nsÃ¶pw]Wkw_ Ôamb Cu CS]mSnÂ IrXyX]men¡m¯ hcpsSt]cnÂ kXzcw tPmbnâ cPnk{SmÀamÀ \S]Sn സ്വീകരിക്കേണ്ടതാണെന്നും നിർദ്ദേശിക്കുന്നു. സർക്കിൾ യൂണിയനുകളുടെ B Unä \S¯p¶ B UnäÀamÀ kwkYm\ k l IcW bqWnb³ \Â Inbn«pff ckoX]pkXI§Ä \mÄ hgnbpambn]cntim[n¨ Ah കണക്കിൽ കൊണ്ടുവന്നിട്ടുണ്ടെന്നും നിർദ്ദേശമനുസരിച്ച് പ്രവർത്തനക്ഷമമായ FÃm kwL§fnÂ \n¶pw X³ hÀjw hscbpff hcn kwJy പിരിച്ചിട്ടുണ്ടെന്നതും അതിൽ സംസ്ഥാന സഹകരണ യൂണിയന്റെ വിഹിതം നൽകിയിട്ടുണ്ടെന്നതും സർക്കിൾ അഫിലിയേറ്റു ചെയ്തവരുടെ ഡിസി.ബി രജിസ്റ്ററിൽ കൃത്യമായി എഴുതിയിട്ടുണ്ടെന്നതും ഉറപ്പു വരുത്തണ്ടതാണ്. kÀ¡nÄ bqWnb\pIfpsS B Unä dnt¸mÀ«nÂ {] kXpX Imcy§Ä വ്യക്തമാക്കേണ്ടതും സംസ്ഥാന സഹകരണ യൂണിയന് വിഹിതം നൽകാൻ _m¡nbpffXnsâ hniZ hnhc§Ä DÄs¡mffp¶ Hcp ktääpsaâ kwkYm\ k l IcW bqWnb\ dnt¸mÀ« AwKoIcn¨ \Â Ip¶ അധികാരികൾ വീഴ്ച കൂടാതെ മേലിൽ അയച്ചു കൊടുക്കേണ്ടതുമാണ്.

3. hnZym`്യാസ ഫണ്ട് സംബന്ധിച്ച് ആഡിറ്റ് റിപ്പോർട്ട് അംഗീകരിക്കുമ്പോൾ ബാക്കി hnhcw kwkYm\ k l IcW bqWnbs\ Adnbn¡Wsa¶ \nehnepff നിർദ്ദേശം കൃത്യമായി പാലിക്കേണ്ടതാണ്. കൂടാതെ ആഡിറ്റിനായും മേൽ t\m«¯n\mbpw]cntim[\¡mbpw kwLw kµÀin¡p¶ ഉദ്യോഗസ്ഥൻമാർ ഈ ഫണ്ട് അടക്കുന്നതിനുള്ള നിയമബാദ്ധ്യതയിൽ സംഘക്കാർ വീഴ്ച വരുത്തുന്നില്ലെന്ന് ഉറപ്പു വരുത്തേണ്ടതും വീഴ്ച വരുത്തുന്ന വിവരം ജോയിന്റ് രജിസ്ട്രാറെ അറിയിക്കേണ്ടതുമാണ്. ആഡിറ്റിലുള്ള ഉത്തരവ് {] Imcw kÀ«n^n¡ä In«n2amk§Ä¡ Iw hnZym`്യാസ ഫണ്ട് അടക്കുവാൻ hogN hcp¯nbhcpsS Imcy¯nÂ tPmbnâ cPnk{SmÀ Hcp kab]cn[n വച്ച് അടച്ച് റിപ്പോർട്ട് സമർപ്പിക്കുവാൻ നിർദ്ദേശം നൽകേണ്ടതും \nbam\pkrXambn FgpXn Ab¨D¯ch A{] Imcw \S¸nem¡m¯]£w നിയമപ്രകാരം മേൽ നടപടികൾ സ്വീകരിക്കേണ്ടതുമാണ്.

k l IcW bqWnb\pIÄ

4. kÀ¡nÄ bqWnb\pIfnte¡v kwkYm\ k l IcW bqWnb\nÂ A^nentbäpsNbXv kwL§Äam{Xta{]Xn\n[nIsf Ab¡mhp F¶XmWv നിയമം. ഇത് അറിയേണ്ടതിലേക്കും പ്രാവർത്തിക മാക്കേണ്ടതിലേക്കും പ്രവർത്തന £aXbpff kÀ¡nÄ Xe¯nepff FÃm k l IcW kwL§fnÂ \n¶pw അഫിലിയേഷൻ ഫീസും റിന്യൂവൽ ഫീസും ഈടാക്കേണ്ടതും സർക്കിൾ യൂണിയനിൽ അവ രേഖപ്പെടുത്തി രജിസ്റ്റർ സൂക്ഷിക്കേണ്ടതും അത്യാവശ്യമാണ്. IqSmsX Cu A^nentbj³ \ne\nÀ¯msX k l IcW kwL§Ä¡v bmsXmcp hn[B\pIqey§Ä¡pw AÀlXbnsÃ¶mWv \nbaw hyIXam¡nbn«pffsX¶pw Hmtcm kÀ¡nfnepapff kwLw`mchmlnItfbpw ഓർമ്മിപ്പിക്കേണ്ടതുമാണ്.

5. kwkYm\ k l IcW _m¦v PnÃm k l IcW _m¦pIÄ aä A¸Iv kwL§Ä tI{µ kwL§Ä aäp _Ôs¸« kwL§Ä Chbpw [\k lmb§Ä¡pfftXm atäm B b, k l IcW kwL§fnÂ \n¶pff At]£IÄ]cnKWn¡p¶Xn\p apt¼ \nba{]Imcw Ah സംസ്ഥാന സഹകരണ യുണിയനുമായി അഫിലിയേറ്റു ചെയ്തിട്ടുണ്ടെന്നും അഫിലിയേഷൻ നിലനിർത്തുന്നുണ്ടെന്നും പരിശോധിച്ച ഉറപ്പു വരുത്തേണ്ടതുമാണ്. അല്ലാതെ സാമ്പത്തികമോ മറ്റു തരത്തിലുള്ളതോ ആയ B\pIqey§Ä¡v AÀlXbnÃm¯Xm Ip¶p.

6. Hmtcm PnÃbnte bpw hnZym`ymk]cnioe\ ]cn]mSnIÄ ka{Kambn A kq{XWw sN¿p¶Xn\pw \S¸m¡p¶Xn\pw hnebncp¯p¶Xn\pw Kh¬saâv Xs¶ Hmtcm PnÃmXe kanXn¡v AwKoIlmcw \ÂInD¯ chv നൽകുന്നതിനു വേണ്ടിയുള്ള നടപടിയും തുടരുന്നുണ്ട്. അതു നിലവിൽ വരുമ്പോൾ ആത്മാർത്ഥമായ പ്രവർത്തനം നടത്തേണ്ടതാണെന്നും \nÀt±in¡p¶p.

മേൽ എഴുതിയ നിർദ്ദേശങ്ങൾ ബന്ധപ്പെട്ട എല്ലാവരും സത്വരം പാലിക്കേണ്ടതും മേലന്വേഷണത്തിനും ഓഡിറ്റിനും ഉത്തരവാദപ്പെട്ടവർ അവ ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

]n.{]`mIc³
k l IcW kwLw cPnk{SmÀ

hym]mc {]hÀ¯\§Ä

hmbl]m {]hÀ¯\§Ä
A\p_Ô{]hÀ¯\§Ä
hmbt]Xc{]hÀ¯\§Ä

No. PL&C3-4286/72. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 18th August 1972

CIRCULAR No. 39/72

Sub: **Sureties-Limits upto which members of Primary Co-operative Societies can stand as sureties-Instructions issued.**

Ref: **1. Letter No O3532/69 dated 7-4-1969 from the Deputy Registrar, Trichur.**

2. Letter No.ACD (TVM) 2108/L (1)71 dated 19-1-1972 from the Reserve Bank of India.

3. Letter No. ACD (TVM) 2108/L (1) 71/2 dated 25-2-1972 from the Reserve Bank of India

4. Letter No.ACD (TVM) 2915/K (1) 71/2 dated 9-5-1972 from the Reserve Bank of India.

The Trichur District Co-operative Bank has represented through the Deputy Registrar that the linking of share capital with borrowings, may not be insisted in the case of sureties since it brings much difficulties to the members of the societies for availing of loans. As per the existing practice the borrowers offering personal surety have to offer two personal sureties having a paid up share amount up to 50% of the shares to be held by the principal debtor for borrowings from the society.

In other words wherever the principal debtor has to take 1/10 of the loan as shares, sureties have to take worth 1/20 shares of the loan taken by the principal borrower. So wherever the sureties are not borrowers, this stipulation causes hardship to the borrowers to find out proper sureties having the required share qualification. Hence it is requested that necessary advice may be given taking into account the difficulties experienced by members in this regard.

The request of Deputy Registrar has been examined in detail. The question as to whether sureties having only one share may not be accepted irrespective of the amount borrowed by principal debtor, has been taken up with the Reserve Bank of India. After considering the advice received from Reserve bank of India following norms are prescribed.

1. In respect of hypothecation and pledge advances there is no need for taking sureties.

2. No defaulter should be allowed to stand as sureties.

3. A member can stand surety for loans not exceeding twice the individual maximum borrowing limit fixed for surety loans, provided he holds the minimum number of shares qualifying him to exercise membership rights in the society. The question of holding additional shares arises only if he becomes a principal borrower. However the number of sureties required for surety loans has to be fixed as per the provisions in the bye-laws of the societies.

4. The No. of personal sureties can be reduced to one surety.

All the primary credit societies are requested to adhere to the instructions by making suitable amendment to bye-laws.

(Sd/-)
Registrar of Co-operative Societies

No. 26936/75 PL & C4. Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 19th June 1975

CIRCULAR No. 46/75

Sub: **Co-ordination for financing Agriculture by Commercial Banks and Co-operative Banks-Issue of no objection/no dues certificate-Regarding.**

Ref: **Registrar's circular No.38473/73/PL & C4 dated 28-9-1973.**

In the circular cited instructions were issued to the effect that references from commercial Banks seeking information on the borrowing position of the members of the co-operatives should be promptly answered by co-operatives. During the course of the Fourth meeting of the State level Co-ordination Committee for financing agriculture by commercial banks and Co-operative banks held on 13-5-1975, the representatives of certain commercial banks pointed out that they experience difficulty in securing no objection/no dues certificate from Co-operative Institutions. It is necessary that duplication of finance is avoided, as some of the farmers are likely to suppress their liabilities in Co-operative Institutions and apply for fresh finance from Commercial banks. It is therefore in the interest of Co-operative institutions also that the position of borrowing of a particular member is intimated to the commercial bank when it is asked for. If there are no dues to the societies

payable by the member, the society can issue a no dues/no objection certificate as this will help the commercial bank to consider the application without any risk. The issue of such certificates will also alleviate the strain on the limited funds of the Co-operatives available for financing the large number of members. If the member's borrowing to the Co-operative institutions is disclosed to the Commercial Bank, the latter will not finance that particular applicant until that liability is discharged.

2. The Co-operative institutions are, therefore, to see that the references from commercial banks, seeking the borrowing position of members of co-operative societies are promptly replied to, and necessary certificates issued, without any delay. Any lapse on the part of Co-operative societies will be viewed seriously and dealt with appropriately.

The Deputy Registrars (General) and Assistant Registrars (Administration) will bring the contents of this circular to the notice of the Co-operative Societies concerned and see that the instructions are complied with strictly.

T. N. Jayachandran
Registrar of Co-operative Societies

No. 31701/76-PL &C (5) — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 1st July 1976

CIRCULAR No. 39/76

Sub: **Issue of loans from Primary Land Mortgage Bank-for closed Loans-Calculation of interest-Instructions issued.**

During the course of verification of certain loan files of a Co-operative Land Mortgage Bank it was found that the amounts remitted as part payment in foreclosed loans by loanees are kept under suspense and this amount was not given proportionate interest. While calculating the interest levied on the loan amount the interest that would have been received by the parties for the amount remitted has not been calculated. This will cause loss to the parties in due course. All the Primary and Mortgage Banks are, therefore, directed to see that proportionate interest is calculated in the case of payments in foreclosed loans and keep a separate register in this regard.

(Sd/-)
For Registrar of Co-operative Societies

No.PL & C (1) 51436/76. Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 4th December 1976

CIRCULAR No. 81/76

Sub: **Linking of Share holdings to borrowings in respect of advances for gold loan business from Co-operative Central Banks-Instructions issued.**

In the Conference of the Presidents and Chief Executives of Co-operative Central Banks held on 20th and 21st October 1976, the existing ratio of linking of shares with borrowings by societies from Central Co-operative Banks was discussed in detail. During the discussion it was pointed out that at present various institutions are following different ratios of share linking for issue of various types of loans.

2. In the case of gold loans, the District Co-operative Banks at Quilon and Alleppey are insisting share linking at the ratio of 1:40. In the case of District Co-operative Banks at Palghat and Cannanore no share linking is insisted. In the case of other District Co-operative Banks ratio of share linking is 1:10.

3. The Assistant Chief Officer, Reserve Bank of India, Trivandrum who was present in the conference agreed that no share linking need be insisted in the case of clean cash credit accommodation. The general consensus was that in the case of clean cash credit for gold loans no share linking is necessary.

4. In the circumstances stated above all Co-operative Central Banks are requested to maintain the following ratio of share linking with the borrowing societies for the purpose mentioned below:-

Clean cash credit for gold loan	:	No share linking
Cash credit accommodation for marketing and production etc.	:	1:40

T. N. Jayachandran
Registrar of Co-operative Societies

No. PL & C (1) 49867/76 — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 24th December 1976

CIRCULAR No. 85/76

Sub: **Issue of consumption credit to non-agriculturist members-security to be furnished-Regarding.**

Ref: **This Office Circular No. 27/76 dated 11-5-1976**

In the circular under reference instructions were issued in the matter of utilisation of deposits mobilised. It has been prescribed therein that 10% of the deposits collected may be utilised for consumption purposes. The nature of security to be furnished by the loanees has not been prescribed therein.

The Reserve Bank of India has specified in the guidelines for issue of consumption credit, the nature of security to be obtained from non-agriculturist members. The Reserve Bank of India has prescribed that in the case of non-agriculturist members, such as for instance agricultural labourers, it may be advisable to issue consumption loans against personal security with at least two if not more members as sureties. In fact, loans may, if possible, be advanced to a group of four or five individuals against their joint and several liability. No other security should be insisted upon in the case of agricultural labourers and other weaker sections of the community.

All Primary Agricultural Credit societies are requested to see that the above instructions of the Reserve Bank of India is strictly adhered to while issuing consumption loan to non-agriculturist members.

T. N. Jayachandran
Registrar of Co-operative Societies

No.PL & C (4)-31348/76 — Office of the Registrar of Co-operative Societies Thiruvananthapuram, 4th February 1977

CIRCULAR No. 7/77

Sub: **Overdues in Co-operative Credit Institutions-measures for reducing-Reviewing the position in the monthly conferences-Insisted.**

The mounting overdues in Co-operative Credit Institutions at all levels has been causing concern to the State and Central Governments for quite a long time. In spite of the issue of a series of directions aimed at bringing down the overdues

in Co-operatives, nothing substantial could be achieved in this regard, possibly owing to slackness on the part of a section of the field staff who are not quite alive to the situation and the lack of control and supervision exercised by the controlling officers over the field staff. The review of work done by the departmental staff in this regard continues to be ineffective and sporadic.

It is high time that this tendency is curbed and vigorous attempts made by drawing up time-bound programmes and fixing specific targets followed by critical review on the implementation thereof at periodical intervals. With a view to ensuring that further growth of overdues is arrested and the quantum thereof brought down substantially all the Deputy Registrars (General) are requested to review the position of overdues with special emphasis on the work turned out by the field staff. This should unfailingly be done in all the monthly conferences. Accurate date on overdues including the position of demand, outstanding and percentage thereof to overdues in respect of each type of credit institution viz. Central Banks, Urban Banks, Primary Land Mortgage Banks and Primary Agricultural Credit Societies, as at the close of the previous month should be collected and the same reviewed in the conference. A copy of the review and the compiled statement should be forwarded to this office within 5 days after the conferences. The Deputy Registrars will follow the above procedures from this month onwards.

(Sd/-)
For Registrar of Co-operative Societies

No.CRB (1) 16293/77 Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 15th July 1977

CIRCULAR No. 40/77

Sub: **Financing Housing Schemes-For the economically weaker sections of the community by Co-operatives exemption from share Linking-orders issued.**

Ref: **1. Letter No.ACD/Plan/781/PR. 338/76/7 dated 24-8-1976 from the Reserve Bank of India.**

2. Letter No. G.333/111/10665/76-77 dated 11-4-1977 from the Kerala State Co-operative Bank.

As per the letter read as item 1 above the Reserve Bank of India has issued guide-lines for financing the housing schemes for the economically weaker sections of the community. The conference of the Central Co-operative Banks

held on 5-2-1977 had discussed this item and decided to take up this scheme, relaxing the share linking for this type of advance at all levels. The conference has also resolved to exclude such advances from the individual maximum borrowing power of the borrower members. The said decisions have been examined and are found to be necessary for the successful functioning of the scheme aimed at the improvement of the interest of the weaker sections of the community.

In the circumstances sanction is accorded to relax the norms regarding share qualification for the advances under housing scheme for economically weaker sections of the community, at all levels and to exclude such advances from the individual Maximum borrowing power of the borrower members.

(Sd/-)
For Registrar of Co-operative Societies

No.CRB (1) 12876/78. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 18th April 1978

CIRCULAR No. 10/78

Sub: **Production Oriented system of lending for Agriculture-Inclusion of cost of oil cakes and farm yard manure in the 'B' Component of the scale of finance.**

Ref: **This office Endt.No. CRB (1) 56387/77 dated 16-12-1977 in Letter No.ACD.PKA/III/60-77/78 dated, 20-10-1977 of the Reserve Bank of India.**

As per the letter under reference, the Reserve Bank of India has agreed for inclusion of the cost of solvent extracted Oil Cakes and farm yard manure in the 'B' Component of the scale of finance. However, the Central Co-operative Banks should ensure that necessary safe guards are adopted before including these items in the scale of finance. For this purpose the Central Co-operative Banks may obtain the required particulars regarding the quantity of organic manure required for area for different crops, including coconuts in coastal areas, according to the local usage its price and its availability and place it before the technical group deciding on the scale of finance. The technical group, while approving the scales, should examine all the relevant aspects in detail and arrive at the appropriate scale by adjusting the scale of chemical fertilisers accordingly. The technical group may further ensure that the componant

'A' of the scale is not fixed unduly high and does not include any of these items which are separately provided for under 'B' component. With these safeguards, oil cakes and farm yard manure can be included in the 'B' component of the scale of finance by the Central Co-operative Banks.

(Sd/-)
For Registrar of Co-operative Societies

\¼À kn. BÀ.]n.(4) 36186/79 k l IcW kwLw cPnk{Smdm^okv,
Xncph\´pcw,12þ1þ1980

kÀ¡peÀ \¼À 1/80

hnjbw: **k l IcW kwL §fnse/_m¦pI fnse kYnc \nt£] §Ä þAhImini Isf \ma\nÀt±iw sN¿p¶Xp kw_ Ôn¨v.**

k l IcW kwL §fnse/_m¦pI fnse kYnc \nt£] §Ä ¡p AXmXp \nt£] IÀ AhcpsS A\´cmhImininIsf \ma\nÀt±iwsN¿p¶Xp kw_ Ôn¨v am\Z Þ §sfm¶pw Ct¸mÄ \nehnenÃ.]e kwL §fpw/_m¦pI fpw Cu Imcy¯nÂ hnhn[coXnIÄ kzoIcn¨p hcp¶Xmbpw ImWp¶p. tIcf k l IcW \nbaw 25þmw hIp¸nÂ HcwK¯n\v _m¦nepff Hm l cnbpw AhImi_ Ô hpw Snbmsâ acWm\´capff A\´cmhImininIÄ¡v ssIamäw sN¿p¶Xn\v \ma\nÀt±iw sN¿mhp¶XmWv F¶v hyh kY sNbXncn¡p¶p. HcwK¯n\v _m¦nepff kYnc \nt£]w AhImi_Ô¯nÂ (Interest) s]Sp¶nÃ. B bXn\mÂ AÀ_³ _m¦pIfnÂ AwK§Ä \nt£]n¡p¶ kYnc \nt£] §Ä¡v \nt£] Isâ A\´cmhImininsb \ma\nÀt±iw sN¿p¶Xp kw_ Ôn¨v Xmsg]dbp¶ \nÀt±i §Ä]pds¸Sphn¡p¶p.

k l IcW kwL §fnÂ/_m¦pIfnÂ kYnc \nt£]w \S¯p¶ \nt£] I³ acn¨pt]mIpIbmsW¦nÂ {] kXpX \nt£]w \nt£] Isâ \nba{] Imcapff A\´cmhImininIÄ¡p am{Xta ssIamäw sN¿s¸Sphm³]mSpffq. C§s\ sN¿p¶Xn\p ap¼mbn Snbm³/SnbmÄ \nt£] Isâ \nba{] Imcapff A\´cmhImininIfmsW¶v sXfnbn¡p¶Xn\pff aXnbmb tcJIÄ ImPcm¡n `രണസമിതിയെ ബോദ്ധ്യപ്പെടുത്തിയിരിക്കേണ്ടതാണ്. ചെറിയ തുകയുടെ \nt£]amsW¦nÂ A\´cmhImin¡v bpIXamb \jtSm¯chmZ]{X¯nsâ Dd¸nsâ ASnkYm\¯nÂ \nt£] kwJy ssIamäw sN¿p¶Xn\v `cW kanXn¡v A\phZn¡mhp¶XmWv.

taÂ¸d ª \nÀt±i §fpsS ASnkYm\¯nÂ \nt£] §Ä kzoIcn¡p¶ FÃm k l IcW kwL §fpw _m¦pIfpwX §fpsS ss_emb nÂ B hiyamb ഭേദഗതികൾ ഉടനെ വരുത്തേണ്ടതാണ്.

hmb]m{]hÀ¯\§Ä

taÂ¸Sn \nÀt±i§Ä _Ôs¸« sU]}«n cPn k{SmÀamÀ AXXp PnÃbnepff \nt£]w kzoIcn¡p¶ FÃm kl IcW kwL§fptSbpw _m¦pIfptSbpw ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതും ആവശ്യമായ അനന്തര നടപടികൾ കൈക്കൊള്ളേണ്ടതുമാണ്.

സഹകരണ സംഘം രജിസ്ട്രാർക്കുവേണ്ടി

No.G3/38206/80 (i). Office of the Registrar of Co-operative Societies, Trivandrum, 2-12-1980

CIRCULAR No. 81/80

Sub: **Recovery from Salary from the Gazetted Officers-For arrear amounts due to Co-operative Societies-Clarification-Regarding.**

It has come to the notice of the Office that the requisitions for effecting recovery from salary of Gazetted Officers to meet their Co-operative Societies, dues are sent to the party himself. This is not correct Attention of the societies concerned is invited to sub section (2) of section 37 of KCS Act. On execution of the agreement referred in section 37 (i) the employer or the Officers disbursing the salary if required by the society by a requisition is bound to make the deduction in accordance with the agreement and pay the same to the secretary. Accordingly in the case of Gazetted Officers, the concerned District/Sub Treasury Officers are the salary disbursing Officers. The requisition from societies should therefore be made to the Treasury Officers in such cases.

(Sd/-)
For Registrar of Co-operative Societies

No.CLT (3) 39191/82. Office of the Registrar of Co-operative Societies, Trivandrum, 24-7-1982

CIRCULAR No. 34/82

Sub: **Disbursement of Long-Term loans-simplification of procedures-modification issued-**

Ref: **Circular No.89/80 Dt. 30-12-80**

In the circular cited instructions have been issued simplifying the procedure for the disbursement of Long Term Loans. As per the circular instructions the loanees have to sign affidavits before the Secretary of Primary Land Mortgage Banks.

The existing procedure of signing the affidavits by the loanees before the Secretaries of Primary Land Mortgage Banks is dispensed with. The Loanees are permitted to sign the affidavits before Agricultural Officers and Assistant Registrar/Valuation Officers attached to the Primary Land Mortgage Banks.

(Sd/-)
Additional Registrar (Credit)

No. CLT(3)32081/82 Office of the Registrar of Co-operative Societies, Trivandrum dt. 28-8-82

CIRCULAR No. 41/82

Sub: **Disbursement of L.T. Loans-Simplification of procedures-modification issued.**

Ref: **Circular No.89/80 dated 30-12-1980**
Circular No. 34/82 dated 24-7-1982

The instruction issued as per Circular 2nd cited is modified as follows :-"The loanees may sign the affidavits before the Secretary or before the Agricultural Officer or Assistant Registrar/Valuation Officer attached to the Primary Land Mortgage Banks".

K. M. Balakrishnan
Registrar of Co-operative Societies

No.CB (1) 61892/82. Office of the Registrar of Co-operative Societies Trivandrum, 26-11-1982

CIRCULAR No. 55/82

Sub: **ST loans for agriculture-Insistence of drawal of B component-Instructions issued.**

1. The ST agricultural loan is sanctioned in cash (A component) and in kind (B component). The kind component has been insisted upon to ensure utilisation, as otherwise it is likely to be misused. The cash component represents the cost of cultivation by the traditional method. The kind component will be available to those who are prepared to take up progressive methods of cultivation. Strict instructions have already been issued that the B component should not be made compulsory. A cultivator who continues to cultivate his holdings in the

traditional manner may lift the A component only. Those who wish may lift the B component according to the scale of finance or less according to his own estimates. Thus even where a cultivator does not propose to lift the B component or decide to lift only a part of it he should be allowed the freedom. The B component should also be available in instalments as and when the seasonal agricultural operation demand it.

Instances have come to the notice of the Registrar that some societies insist upon their members to lift the B component, if they are to avail of the cash component. These societies also insist that members lift the B component in one lot. This compulsion is not desirable. Such compulsion should be avoided.

In spite of this compulsion the offtake of B component has been very poor. Compared to the A component the offtake of B component has been nominal. The Joint Registrars will examine this and ascertain why cultivators are shy of lifting the B component. The cases of a few PACS will be studied and the Joint Registrar will report the remedial action that is necessary to improve the offtake of B component.

2. Some societies have been indulging in the non-agricultural lending ignoring the agricultural sector. The percentage of members who borrow short term agricultural loan in many of the societies is low. Evidently there has been little attention to agricultural advances. Even the nominal amounts advanced have been in cash. However the sale of fertilisers in cash and carry basis was several fold of the B component. It is quite possible that the portion of A component as per the scale of finance is much in excess of the actual need. So that the cultivator finds the money to purchase fertilisers from out of the A component. It can also be on account of compulsion by the societies to lift the fertiliser in one lot. The cultivator probably purchases fertilisers in cash and carry basis in several instalments as and when he requires. It is also possible that other types of loan taken by members are also utilised for purchasing fertilisers. The following instructions are therefore issued for immediate action without waiting for the study suggested above. Agricultural credit societies will permit the members to lift the B component in as many instalments as are desired by them. The Joint Registrars will ensure this.

All the societies will have to stock the fertilisers of the varieties that are necessary for the type of crops cultivated in the area so that the member do not have to approach other agencies for fertilisers. Each society should set apart at least 50% of the loanable funds for short term agricultural loans. It may not be

possible to achieve this immediately. A programme for achieving this level of operation will be given with a date line so that in the course of the next say two years it will be possible to reorient the loaning portfolio of each society properly.

Targets for purpose-wise advance by each society will be discussed in the monthly conference of PACS and a time bound programme will be given. The Joint Registrar will review the action taken, every quarter if not at shorter intervals.

The Joint Registrars will issue suitable instructions in this regard to the societies and field staff. The lending programme for each society will be discussed and finalised in the next monthly conference of PACs. The programme will indicate the ratio of short term agriculture loan, A component and B component, M.T. agriculture loan for self employment Village Industries and non-agricultural loans.

Receipt of the circular may be acknowledged.

K. M. Balakrishnan
Registrar of Co-operative Societies

\¼À kn. _n.(5) 69112/82 — k l IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 22þ12þ1982

kÀ¡peÀ \¼À 69/82

hnjbw: **_m¦nwK dKptej³ B IS nsâ]cn[nbnÂ hcm¯ kwL §Ä \nt£] §Ä ¡p \Â Ip¶]eni \nc¡v kw_Ôn¨ \nÀt±i §Ä**

kqN\: **1. cPnk{SmdpsS 31þ3þ1981 se 13/81 mw \¼À kÀ¡peÀ**

2. cPnk{SmdpsS 16þ11þ1982 se 82/82 mw \¼À kÀ¡peÀ

_m¦nwK dKptej³ B IS nsâ]cn[nbnÂ hcm¯ {]mYanI k l IcW kwL §`Ä AhÀ kzoIcn¡p¶ \nt£] §Ä ¡v \Â Imhp¶ ]camh[n ]eni നിരക്ക് നിശ്ചയിച്ചുകൊണ്ടുള്ള നിർദ്ദേശങ്ങൾ മേൽ സൂചനയിലെ സർക്കുലറുകൾ {]Imcw \Â Inbncp¶p. F¶mÂ taÂ \nÀt±i §Ä¡p hn]coXambn ]e kwL §fpw \nt£] §Ä¡v DbÀ¶ \nc¡nepff ]eni \Â In hcp¶Xmbn hnhcw e`n¨ncn¡p¶p. Cu \S]Sn A\phZ\obaÃ. B bXn\mÂ _m¦nK dKptej³ B IS nsâ]cn[nbnÂ hcm¯ {]mYanI k l IcW kwL §Ä AhÀ kzoIcn¡p¶ \nt£] §Ä¡v cPnk{SmÀ \n iNbn¨n«pff \nc¡nÂ IqSpXÂ]eni taemÂ \Â Im³]mSnsÃ¶ \nÀt±in¡p¶p.

sI. Fw. _meIrjW³
k l IcW kwLw cPnk{SmÀ

hmb]m{]hÀ¯\§Ä

\¼À kn._n.(1) 52916/83 — k l IcW kwLw cPn k{Smdm^o k, Xncph\´]pcw, 20þ9þ1983

kÀ¡peÀ \¼À 51/83

hnjbw: **kwtbmPnX {Kma hnI k\ ]²Xnþ Hm lcn A\p]mX¯nÂ Cfh A\phZn¡p¶X kw_Ôn¨**

{]mYan I ImÀjn I hmb]m k l IcW kwL§fnÂ \n¶pw AwK§Ä¡ \ÂIp¶ FÃmXcw hmb] IÄ¡pw Ct¸mÄ \niNbn¨n«pf Hm lcn A\p]mXw 1:10 ആണ്. ചെറുകിട കർഷകർക്ക് ഈ അനുപാതം 1:20 ആയി കുറച്ചിട്ടുണ്ട്.]«nIPmXn]«nI hÀ¤¡mÀ¡ B s I Hcp Hm lcn FSp¯mÂ aXnbmIpw.

kwtbmPnX {Kma hnIk\ ]²Xn {]Imcw AwK§Ä¡ e`n¡p¶ hmb] IÄ¡ Hm lcn A\p]mXw Ipd¡ Wsa¶pff \nÀt±iw{] kXpX]²Xn നടപ്പിലാക്കിയതു മുതൽ ഈ വകുപ്പിന്റെ പരിഗണനയിലുണ്ടായിരുന്നു. പ്രസ്തുത \nÀt±iw hmb]m]²Xnbpambn _Ôs¸«]e kt½f\§fnepw NÀ¨ ചെയ്യുകയും ഓഹരി അനുപാതം കുറക്കേണ്ടത് ആവശ്യമാണെന്ന അഭിപ്രായം i IXns¸SpIbpwsNbXp. B bXnsâ ASnkYm\¯nÂ CXp kw_Ôn¨ FÃm hi§fpw hniZambn]cnKWn¡pIbpw kwtbmPnX {Kma hnIk\ ]²Xn പ്രകാരം നൽകുന്ന വായ്പകൾക്ക് ഓഹരി അനുപാതം നിർബന്ധമാക്കേണ്ടതില്ലെന്ന് \nÀt±in¡pIbpw sN¿p¶p. {]kXpX]²Xn {]Imcw hmb] e`n¡p¶ AwK§fnÂ \n¶pw{]mYan I ImÀjn I hmb]m k l IcW kwL§Ä Hcp Hm lcn am{Xta hm§mhp F¶ \nÀt±in¡p¶p.

sI. Fw. _meIrjW³
k l IcW kwLw cPn k{SmÀ

No.CLT (2) 12239/83 — Office of the Registrar of Co-operative Societies, Trivandrum, 26-1-1984

CIRCULAR No. 5/84

Sub: **I.R.D.P. loans-recovery of overdues under Revenue Recovery Act-instructions issued.**

The performance of Co-operatives in advancing loans under I.R.D.P. is very poor. One reason which contributed to the poor performance by Co-operatives is the over dues under I.R.D.P. loans. Since the recovery has been slow and delay in recovery renders it difficult, the societies are shy of I.R.D.P. advances. The recovery proceedings taken up by the Departmental

Sale Officers has been found to be ineffective. The overdues therefore, continue to be of a very high level. The arbitration proceedings to recover I.R.D.P. loans and subsequent execution proceedings are found to be too slow to be effective. The Joint Registrars were requested to make use of the services of the District Collectors in the recovery of loans under I.R.D.P. Some of them have since reported that awards obtained by societies are few and hence the facilities for recovery under the R. R. Act could not be availed of.

In this connection I may point out that for all sums due from a member to the society arbitration may not be necessary. For instance when a specific charge is created on the produce or other articles created out of a loan taken, the provisions of section 75 of Kerala Co-op. Societies Act could be invoked provided a specific charge is created as mentioned under section 35 of the Act. The long lapse of time involved in arbitration/execution proceedings particularly those where the articles purchased out of the loan are hypothecated to the society can be reduced if section 75 is involved. All I.R.D.P. loans are of a medium term nature. It has been specified that the security for such loans shall be the assets purchased/ created out of the loans. In such cases apart from the provisions under section 35 of the Act the hypothecation deed will also specifically create a charge on the assets. In such cases an order of the Registrar under section 75 will be sufficient for purposes of execution. Such an order issued under section 75 can be got executed through the District Collector under the Revenue Recovery Act as per provision contained in section 76 of the Act. Hence Joint Registrars are advised to avail of the facilities under section 75 without resorting to the provisions in Chapter IX. I.R.D.P. loans which are overdue need not be referred to arbitration. The societies may issue notice to the parties as is necessary under section 75 of the Act. When such notice has already been given and a period of three months has elapsed all such cases can be referred to the Joint Registrar by the society for an order under section 75 of the Act. Joint Registrars will on the issue of an order under section 75 of the Act provide a certificate as required under section 76 of the Act and forward it to the District Collector for execution under the R. R. Act. This procedure will obviate delay that is normal in arbitration proceedings.

The above procedure will be adopted at once in the case of all I.R.D.P. advances now outstanding and overdue. The cases referred to the Collector under section 76 of the Act, the amount involved and date of reference of such cases will be reported as and when they are referred in bunches. This will be completed before 15-2-84. Any default will be treated seriously.

K. M. Balakrishnan
Registrar of Co-operative Societies

No.CP(1)43562/84.   Office of the Registrar of Co-operative Societies
Trivandrum, 11/12/84

CIRCULAR No. 48/84

Sub: **Loans by Harijan/Girijan Societies-Standards of Security-Orders issued.**

Ref: **Circular No.53/82 dated 19/11/82.**

In the circular cited re-iterating the standards of security prescribed for various types of loans being issued by the Primary Agricultural Credit Societies, it was specified that IRDP loans can be issued upto a maximum of Rs.5,000/- (Rupees five thousand only) on personal surety.

Representations have been received pointing out that as per bye-laws of Harijan/Girijan societies, the maximum loan that can be issued on personal security is only Rs.1000/- (Rupees thousand only) It has therefore been requested to revise this limit on the lines fixed for the primary agricultural credit societies.

Standards of security in respect of loans under IRDP have been prescribed keeping in view the target groups who come under IRDP. It is seen that the Harijan/Girijan Societies formed exclusively for the economically weak Harijan and Girijans have not adopted similar standards of security. Loans advanced by Harijan/Girijan societies to the members will also be secured in the same manner as IRDP loans. For loans upto Rs. 5,000 only, personal security shall be insisted upon. In case the loan are granted for creation of productive assets, the security shall be the hypothecation of such assets. In such cases no personal safety need be insisted upon.

The Joint Registrars will bring this to the notice of all the Harijan/ Girijan societies and see that the societies amend the bye-laws suitably in accordance with these instructions. Pending amendment of the bye-laws, the Joint Registrars may specifically permit the societies to adopt the above standard of security for loans to individuals. Bye-laws will be got amended in due course.

M. Vijayanunni
Registrar of Co-operative Societies

k l IcW kÀ¡peÀ kam lmcw

No.CB (1) 65108/84 Office of the Registrar of Co-operative Societies
Trivandrum, 19-1-1985

CIRCULAR No. 2/85

Sub: **Sanction of loans to nonmembers and loans for periods longer than 5 years by Co-operatives-Instructions issued.**

1. Section 59 (1) of the Kerala Co-operative Societies Act (Act 21 of 1969) prohibits co-operative societies from making loan to any person or society who is not a member. It has also been provided that loans to another society can be made with the general or special sanction of the Registrar. As per Rule 56 (1) of the Kerala Co-op. Societies Rules, the Kerala State Co-op. Bank, District Co-op.Banks and the Primary Agrl. Credit Societies shall not grant loans for periods exceeding 5 years. Government have exempted the Kerala State Co-op. Bank, District Co-op. Banks and Primary Agrl. Credit Societies from the operation of Rule 56 (1) of the K.C.S. Rules to grant loans for periods exceeding five years for financing schemes approved by SADU under Kerala Agricultural Development Project and I.D.B.I., N.C.D.C. and NABARD. Some of the banks have been permitted by Government to advance loans to individuals for the specific purpose of premises loans under section 59 of the Act, after examining each case individually.

2. These restrictions on long-term lending are insisted upon to maintain financial discipline in Co-operatives. The need for such discipline needs no emphasis. However it has been brought to the notice of the Registrar of Co-op. Societies that some financing banks are advancing loans to nonmembers and for period exceeding 5 years without observing the statutory provisions. In certain compelling situations which should be rare, where such advances may be necessitated, prior exemption from Government will have to be obtained. Such Special loans can only be few and will not be necessary as a matter of course. Often the banks/societies come up with request for ex-post-facto exemption after the loans are issued. This is improper.

3. The financing banks and Primary Agrl. Credit Societies are informed that they should not sanction loans to nonmembers in anticipation of sanction. Application for ex-post facto sanction will not be entertained in future.

4. Loans for periods longer than five years may not also be advanced without obtaining prior exemption from Government. Long-term loans other than those

refinanced by the NABARD, I.D.B.I. KADP and other financing agencies for which specific exemption has been issued, shall not be advanced in anticipation of sanction. Application for ratification of advances for periods beyond five years made without prior sanction will not also be entertained.

M. Vijayanunni
Registrar of Co-operative Societies

No.CB(2) 22977/84 Office of the Registrar of Co-operative Societies
Trivandrum, 25th January, 1985

CIRCULAR No. 4/85

Sub: **Primary Agricultural Credit Societies-Maximum Borrowing Power-Enhancement of limit-Order issued.**

Read: **Circular No. 8/77 dated 1-1-1977.**

In the circular read above the Maximum Borrowing Power of the Primary Agricultural Credit Societies was fixed as 20 times the total of the paid up share capital plus Reserve Fund.

A review of the above limit has now become essential in view of various factors indicated below. Relaxation in the ratio of share linking has been allowed to those members of Primary Agricultural Credit Societies who are small/marginal farmers and to those belonging to weaker sections. In the case of such members the share capital of the societies does not increase in proportion to the loans sanctioned to them. As part of the national policy and social objectives the societies are making special efforts to sanction loans to the weaker sections on the increasingly larger scale. This will further reduce the ratio of share capital to advances. Due to intensive deposit mobilisation campaigns the deposit position of the societies has improved considerably reducing the reserve borrowing power. The outstanding borrowings in several societies have exceeded the limit of Maximum Borrowing Power thereby prohibiting them from further borrowing from the District Co-operative Banks for continued loaning operations. In view of these circumstances several representations have been received requesting for enhancement of the Maximum Borrowing Power of the Primary Agricultural Credit Societies.

The matter has been examined in detail. It is found that the Primary Agricultural Credit Societies should have a higher Maximum Borrowing Power even at the present level of loaning operations.

k I IcW kÀ ¡ peÀ kamI mcw

The Primary Agricultural Credit Societies are therefore permitted to enhance their Maximum borrowing Power to 35 times the total of their paid up share capital plus Reserve Fund. Necessary amendments to this effect may be made by the societies to their bye-laws.

M. Vijayanunni
Registrar of Co-operative Societies

\ ¼À kn. F Â.än.(2) 3428/87 k I IcW kwLw cPn k{Smdm^okv, Xncph \ ´]pcw,11þ6þ1987

kÀ ¡ peÀ \ ¼À 25/87

hn j bw: **{]mYanI ImÀ jnI hnI k\ _m¦pIÄ kwtbmPnX {Kma hnI k\ ]²Xn{]Imcw \Â Ip¶ Hm Icn A\p]mX¯nÂ Cfhv A\phZn¡p¶Xv kw_Ôn¨v.**

{]mYanI k I IcW ImÀ jnI hnI k\ _m¦pIfnÂ \n¶pw AwK§Ä¡v \Â Ip¶ FÃmXcw hmbv]IÄ¡pw Ct¸mÄ \nivNbn¨n«pff Hm Icn A\p]mXw 1:20 BWv. F¶mÂ]«nIPmXn]«nI hÀ¤¯nÂ s]«hÀ¡v Hcp Hm Icn FSp¯mÂ aXnbmIpw. AXpt]mse 20þ9þ1983 se 51/83þmw \¼À kÀ¡peÀ {]Imcw kwtbmPnX {Kma hnI k\ ]²Xn A\pkcn¨v ImÀ jnI hmbv]m k I IcW kwL§fnÂ \n¶pw \Â Inbncp¶ hmbv]IÄ¡pw Hcp Hm Icn FSp¯mÂ മതിയാകും എന്നും നിജപ്പെടുത്തിയിട്ടുണ്ട്.

Cu]²Xn{]Imcw (sF.BÀ.Un.]n.) {]mYanI k I IcW ImÀ jnI hnI k\ _m¦pIÄ hgn \Â Ip¶ hmbv]IÄ¡v, {]mYanI ImÀ jnI hmbv]m k I IcW kwL§Äv A\phZn¨ coXnbnÂ Hcp Hm Icn am{Xw FSp¯mÂ aXnbmIpw F¶v \nÀt±iw \Â IWsa¶v tIcf kwkYm\ ImÀ jnI hnI k\ ബാങ്ക് ജി.1/ആക്റ്റ്/7746/86 നമ്പർ കത്തുമൂലം അപേക്ഷിച്ചിട്ടുണ്ട്. ടി അപേക്ഷ]cnKWn¨v kwtbmPnX {Kma hnI k\ ]²Xn{]Imcw hmbv] e`n¡p¶Xn\v AwK§Ä {]mYanI k I IcW ImÀ jnI hnI k\ _m¦pIfnÂ Hcp Hm Icn മാത്രമേ എടുക്കേണ്ടതുള്ളൂ എന്ന് ഇതിനാൽ നിർദ്ദേശിക്കുന്നു. പ്രാഥമിക സഹകരണ ImÀ jnI hnI k\ _m¦pIÄ AhcpsS ss_temIfnÂ XZ\pkcWamb t`ദഗതികൾ വരുത്തുന്നതിന് ഉടൻ നടപടികൾ കൈക്കൊള്ളേണ്ടതാണ്.

sI. hn. \¼ymÀ
k I IcW kwLw cPn k{SmÀ

No.CG (1) 64914/87 Office of the Registrar of Co-operative Societies
Trivandrum, 20-8-88

CIRCULAR

Sub: **IRDP –Loans under IRDP through Co-operatives-Security requirements-Reg.**

Ref: **1. Registrar's Circular No.40/87 dated 6-9-87 issued in File No.CG (2) 39305/87**

2. No.NB-PCD-FS.148/ IRDP(1) 87-88 Circular No.NB.PED-FS50/ 87-88 dated.24-7-88 from NABARD.

3. Letter No.LBS-Gen.1516/67-B-97/88 dated: 20-5-88 from Reserve Bank of India.

4. Letter No.30523/A8/88/CPD. Dated 7-7-88 from the Commissioner for Rural Development.

In this Office circular cited (1) above instructions have been issued for disbursement of IRDP loans by Co-operatives upto Rs.5,000/- on the security of assets created out of the loans and without insisting on personal surety. NABARD in their circular letter second cited has suggested that for investment loans upto Rs.10,000/- granted under IRDP for all agriculture and other activities, the assets created only be charged as security.

Further in this regard the Reserve Bank of India in their reference No. RPCD.No. SPBC-91/C/568 (P) 86-87 dated 26-3-87 had decided to exempt IRDP loans upto an amount of Rs. 10,000/- from the provisions of collateral security/third party guarantee and the Government of India, Department of Rural Development, Ministry of Agriculture in their Letter No. I-12011/24/85/ C&P/IRD-3/-Credit dated 20-7-87 have advised the State Government to implement the decision.

In the circumstances, the limit of IRDP loans issued through Co-operatives without requiring collateral security/third party guarantee is enhanced to Rs. 10,000/- in partial modification of the circular No.40/87 dated. 6-9-87 (cited (I) above).

The instructions contained in the above circular regarding the applicability of norms for the two doses of IRDP assistance will continue. That is the two doses of I.R.D.P. assistance need not be combined for the purpose of applicability of security norms if,

a. The loanee is a different member of the family i.e. not the same as the borrower for the first dose of assistance or

b. The activity to be assisted under the supplementary dose is different, even if the assistance is to the same beneficiary.

The Kerala State Co-op. Bank and the District Co-op: Banks are requested to follow the above.

V. Jayanarayanan
Registrar of Co-operative Societies

No.CG (1)-5451/88. Office of the Registrar of Co-operative societies, Trivandrum, 09-03-88

CIRCULAR No. 15/88

Sub: **NATIONAL SAVINGS CERTIFICATES AND INDIRA VIKAS PATRAS-Advances by Primary Agricultural Credit Societies against the security of Instructions-Issued.**

Ref: **Govt. letter No. 0365/NSD.B1/88/Fin dated 29-2-88.**

The following instructions/guidelines are issued regarding granting of advances by the primary Agricultural Credit Societies against the security of National savings certificates and indira vikas patras.

I. NATIONAL SAVINGS CERTIFICATES.

(1) The Primary Agricultural Credit Societies Banks may grant advances against the security of National Savings Certificates subject to normal terms and conditions.

(2) The sale of certificates of Rs.10/- denomination of National Savings certificates V 1 issue has been discontinued with effect form 1st April 1986.

(3) For the certificates VI & VII series sold on or after 1st April 1986, premature encashment before 6 years will not be allowed except in the following cases:

(i) on the death of the holder or both the holders in case of joint holders

(ii) on forfeiture by a pledgee being a Gazetted Govt. officer, when the pledge is in conformity with these rules

(iii) when ordered by a Court of Law.

(4) The Societies/Banks may prescribe a margin of 25% on the value of original investment in National savings certificates without taking into account the accrued interest, if any, and grant advances to the extent of 75% of such value.

II. INDIRA VIKAS PATRAS

(1) Advances can be granted against Indira Vikas patras at the discretion of the primary Agricultural credit Societies/Banks after considering the Purpose and by charging usual rate of interest.

(2) The margin to be maintained for loans to be sanctioned against the patras will have to be determined by the Societies/banks depending upon the residual period for which the certificate is to run and other relevant factors.

(3) Premature encashment of the patras are not allowed and they can be encashed only on maturity.

(4) Though the Patras can be pledged in favour of the banker no lien can be registered as the certificates are issued without registering the name of the purchaser.

(5) The patras can be treated as main security also.

(6) The Societies Banks should take utmost care for the safe custody of Patras since they are freely transferable.

U. Jayanarayanan
Registrar of Co-operative Societies

\¼À Pn.1688/90 — klIcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 20þ1þ90

kÀ¡peÀ \¼À 5/90

hnjbw: **{]mYanI klIcW kwL§fnÂ emâv cPnkäÀ kq£n¡p¶Xv kw_Ôn¨v.**

Hmtcm {]mYanI ImÀjnI klIcW kwL¯nsâ Hmtcm AwK¯nâ bpw ssIhiapff `qanbpsS hnkXoÀ®w, Irjnсo Xn, hnfIÄ XpS§nb hniZ hnhc§Ä kw_Ôn¨pff kYnXn hnhc§ÄDÄs¡mffp¶ Hcp emâv cPnkäÀ FgpXn kq£n¡ Wsa¶v hyIXamb n t\ct¯ \nÀt±iw \Â In bn«pffXmWv. B bXn\v Hcp ^mdw dn kÀhv _m¦v \nÀt±i n¨n«pffXmWv.

F¶mÂ C{] Imcw \nÀt±in¨ emâv cPnkäÀ an¡ {]mYanI klIcW kwL§fnepw Ct¸mÄ IrXyambn pw icnbmbn pw FgpXn kq£n ípn¶nsÃ¶p ImWp¶p. kwL§fnÂ kq£n¡p¶ cPnkädpIÄ Xs¶]e coXn bnepffhbmWv F¶pw ImWp¶p. AhbnÂ \n¶pw IrXyhpw]qÀ® hpamb

k l IcW kÀ¡ peÀ kam lmcw

hnhc § Ä CXpaqew Adnbphm\pw km[n¡p¶nÃ. 21þ12þ89 Â IqSnb k l IcW സെമിനാറിൽ പങ്കെടുത്തുകൊണ്ട് പ്രാഥമിക കാർഷിക സഹകരണ സംഘങ്ങൾ ലാന്റ് രജിസ്റ്റർ കൃത്യമായി എഴുതി സൂക്ഷിക്കേണ്ടതിന്റെ ആവശ്യകതയെപ്പറ്റി ബഹു: സഹകരണ വകുപ്പു മന്ത്രി വിശദമായി പ്രതിപാദിക്കുകയുണ്ടായി.

kwkYm\ k l IcW _m¦nsâ t\XrXz¯nÂ \S¸m¡m³ Dt±in¡p¶ k l IcW k¼À¡]cn]mSnbnÂ FÃm {]mYan I k l IcW kwL § fpw emâ cPnkäÀ icnbmbpw IrXyambpw FgpXn kq£n¡p¶Xn\ {]m[m\yw നൽകിയിട്ടുണ്ട്. സംസ്ഥാന സഹകരണ ബാങ്ക് ലാന്റ് രജിസ്റ്ററിന്റെ ഒരു മാതൃകm ഫാറം ഈ ഓഫീസിൽ സമർപ്പിച്ചിട്ടുണ്ട്. അത് റിസർവ് ബാങ്ക് നിർദ്ദേശിച്ച ഫാറത്തിൽ Bhiys¸Sp¶ hnhc § Ä ¡pw]pdta Iptd¡qSn hnhc § Ä \Â I¯ ¡ hn[w cq]s¸Sp¯nbXmW. AX AwKoIcn¨ CtXmsSm¸w tNÀ¯ncn¡p¶p. CX\pkcn¨pff Hcp emâ cPnkäÀ FÃm {]mYanI ImÀjnI k l IcW സംഘങ്ങളും എഴുതി സൂക്ഷിക്കേണ്ടതാണ്. 5 വർഷം കൂടുമ്പോൾ ആവശ്യമായ വിവരങ്ങൾ ചേർത്ത് ഈ രജിസ്റ്റർ ഓരോ സംഘവും പുതുക്കേണ്ടതാണ്.

FÃm kwL § fpw AhbpsS {]hÀ¯\ ]cn[nbnepff Hmtcm IpSpw_¯ntâbpw ssIhi `qanbpsS hniZhnhc § Ä AS§p¶ emâ രജിസ്റ്റർ എഴുതി സൂക്ഷിക്കുന്നുണ്ടെന്ന് സഹകരണ വകുപ്പിലേയും, ജില്ലാ ബാങ്കിലേയും ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻമാർ ഉറപ്പു വരുത്തേണ്ടതാണ്. ഓരോ kÀ¡nfntebpw CXp kw_Ôn¨]ptcmKXnamkmamkw IqSp¶ AknkäâÞ രജിസ്ട്രാർമാരുടെ യോഗത്തിൽ ജോയിന്റ് രജിസ്ട്രാർ വിലയിരുത്തേണ്ടതാണ്.

]n.{]`mIc³
k l IcW kwLw cPnk{SmÀ

No.T(2) 4972/90 — Office of the Registrar of Co-operative societies, Trivandrum, 30-4-1990

CIRCULAR No. 19/90

Sub: **Disbursement of long-term loans simplification of procedure-Modification-reg.**

Ref: **1. This Office circular No. 89/80 dt.30-12-80 CLT (3) 41093/89**

2. This office circular No.21/86dt 7-6-86 CLT (3) 6249/86

3. Lr. No. G1/1161/83 dt. 21-3-1990 from the Managing Director, KSCADB

As per provisions contained in para 2 (7) of the circular first cited, all Primary Co-operative Agricultural Development Banks were empowered to

sanction loans upto and including Rs. 20,000/- Later, as per Circular No. 21/86 the limit of loans that can be sanctioned by Primary Co-operative Agricultural Development Banks was enhanced to Rs. 30,000/-

The Managing Director, Kerala State Co-operative Agricultural Development Bank in his letter 3rd cited has now requested to enhance the existing limit of loan sanctioning power of Primary Co-op: Agricultural Development Banks from 30,000/- to 50,000/- in respect of individual loan applications.

After considering the proposal in detail, the following instructions are issued in partial modification of this office circular 2nd cited.

2 (7) power to sanction

All Primary Co-op: Agricultural Development Banks are empowered to sanction loans up to and including a maximum limit of Rs. 50,000 to any one individual subject to the condition that in no case the total loan outstanding so sanctioned by the Primary Co-operative Agricultural Development Banks to any one member either as individual borrower or as co-borrower or both put together shall not exceed Rs. 50,000 where more than one loan is sanctioned to any particular member by a Primary Co-operative Agricultural Development Bank, it shall be ensured that the aggregate of all those loans does not come to more than Rs. 50,000. In other words on sanctioning a second or subsequent loan to a member, if the Aggregate amount of loans sanctioned to him exceeds Rs. 50,000 such subsequent loan application shall be referred to the Kerala State Co-op; Agricultural Development Bank for sanction. Loans exceeding Rs. 50,000 will be sanctioned by the Kerala State Co-operative Agricultural Development Bank only.

K. Shamsuddin
Additional. Registrar (Credit)
in charge of Registrar of Co-operative Societies

\¼À kn.]n.34067/89 | kl IcW kwLw cPn k{Smdm^okv, Xncph\´]pcw 1þ11þ1990

kÀ¡peÀ \¼À 34/90

hnjbw: **kl IcW kwL§Äþ hmbI]m XpI IÄ A\ma¯v kks]³kv IW¡nÂ hchv sh¡p¶Xv kw_Ôn¨v.**

kl IcW kwL§fnÂ \n¶pw hmbI]m FSp¯n«pff AwK§Ä XpI Xncns I AS¡pt¼mÄ aXnbmb IrcWw IqSmsX{] kIXpX XpI A hcpsS t]cnÂ

k l IcW kÀ¡peÀ kaml mcw

A\ma¯ IW¡nÂ hch sh¡pIbpw]n¶oS AX hmb]m IpSnin I¡ hch h¡pIbpw sN¿p¶ k{¼ZmbwNne kwL§ fnÂ \nehnepffXmbn{i² bnÂ s]«ncn¡p¶p. C§s\ A\ma¯ IW¡pIfnÂ hch sh¡p¶Xnepw AXmXp AwK§fpsS hmb]m IW¡pIfnÂ bYm kabwhmb]m hch hcmXncn¡pIbpw, തൻ മൂലം വരവ് വക്കുന്നതിനുണ്ടാകുന്ന കാലതാമസത്തിന് പലിശയും, പിഴ പലിശയും ബന്ധപ്പെട്ട അംഗം ഒടുക്കേണ്ട സാഹചര്യവും ഉണ്ടാകുന്നു. ന്യായമായ കാരണമില്ലാതെ ഇങ്ങനെ ചെയ്തു വരുന്നത് സംഘങ്ങൾ ഒഴിവാക്കേണ്ടതാണ്. വായ്പ ¡mcsâ tcJmaqeamb \nÀt±iamÃmsX hmb]mXpI Xncn¨S¡pt¼mÄ A\ma¯mbn hch sh¡m³]mSnÃm¯Xpw, Hgnhm¡m\mIm¯ GsX¦nepw kmIcy¯nÂ A§s\ sN¿pIbmsW¦nÂ t]mepw A\ma¯ IW¡nÂ hch sh¨XobXn apXÂ]eni IW¡m¡m³]mSnÃm¯XpamW.

sk bnem^okÀamÀ aptJ\ e`n¡p¶ XpI IÄ, kwL§Ä A¶pXs¶ ബന്ധപ്പെട്ട കുടിശികക്കാരന്റെ വായ്പാ കണക്കുകളിലേക്ക് വരവ് വെക്കേണ്ടതും കുടിശികക്കാരൻ തുക അടച്ചിട്ടും പലിശ വീണ്ടും നൽകേണ്ടി വരുന്ന സാഹചര്യം ഒഴിവാക്കേണ്ടതുമാണ്.

മേൽ നിർദ്ദേശങ്ങൾ എല്ലാ സംഘങ്ങളും പാലിക്കുന്നുണ്ടെന്ന് ബന്ധപ്പെട്ട വകുപ്പുദ്യോഗസ്ഥൻമാർ ഉറപ്പു വരുത്തേണ്ടതാണ്.

sI. sP .tXmak
k l IcW kwLw cPn k{SmÀ

No.CG(1) 48440/90 (1) Office of the Registrar of Co-operative Societies, Trivandrum, 15-12-1990

CIRCULAR No. 38/90

Sub: **Endorsement in Ration Cards for Loans upto Rs. 50,000/- Instruction issued.**

Read: **1. G.O.(MS) No. 17/85 dated 17-12-1985.**

2. G.O.(MS) No. 5/87/F&CS dated 25-4-1987

3. This office circular No. 11/88 dated 20-2-1988 (in file No. CLT (2) 794/88)

4. Letter No. TC.LBPS/101/1972/MS dated, 8-9-1990 of the Convenor, State Level Banker's Committee.

1. As per order 1st cited, Government have permitted the financial institutions to make endorsement in the Ration Cards regarding loan granted upto

Rs. 50,000/- . For this purpose, one folio has been left blank in the ration cards issued form 1985-86. As per reference 2nd cited, the Banks and other financial institutions are permitted to make the endorsements.

2. In this office Circular 3rd cited, instructions had been issued to all Co-operative Credit institutions in the State to make use of the provision in the Ration Cards and make the endorsements when loans upto Rs. 50,000/- are granted to their members by making the endorsement in the folio prescribed therein. The Joint Registrars had been requested to see that the societies concerned strictly adhere to the above instructions.

3. As per reference 4th cited, the State Level Banker's Committee has again pointed out that despite the instructions given as above, the co-operative Society Banks are not making the endorsements in the Ration Cards while granting loans, which creates problems.

4. In the above circumstances, all the Co-operative Credit institutions of the State are instructed once again to scrupulously follow the instructions issued in the office circular 3rd cited, while granting loans to their members.

5. The Joint Registrars will ensure that the Co-operative institutions adhere to the instructions already issued.

K. J. Thomas
Registrar of Co-operative Societies

No.CG (1) 27112/89 — Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 17-6-1991

Registrar of Co-operative Societies
Joint Registrar (General), Trichur

Sir,

Sub: **Endorsement of Ration Cards for loans upto Rs. 50,000/- regarding.**

Ref: **1. This office circular No. 11/88 dated 20-2-88 (in file No.CLT (2) 7594/88)**

2. This office circular no. 38/90 dated 15-12-90 (in file No. CO (1) 48440/90 (1).

In this office circular orders cited, instructions were issued to all Co-operative Credit Institutions in the State to make use of the provisions in the Ration Cards and make the endorsements when loans upto Rs. 50,000/- are granted to their members, in the space provided therein, and the Joint Registrars

were requested to see that the Co-operatives concerned strictly adhere to the above instructions. In the steering committee of 46 th meeting of SLDC, it has been pointed out that a borrower already availed of cards from the particular Bank/Society may be approaching for cards from other Banks/Society. The committee has therefore suggested that the Bank/society should insist for old ration cards also while prospective borrowers approach for loans. Government in Civil Supplies Department as per Circular No. 791/B1/91/F & CSD dated 19-1-1991 have also issued orders that the old ration cards will be returned while issuing the new ration cards.

I therefore request you to give necessary directions to all Primary Credit Co-operative societies to insist for old ration card also while the prospective borrower approach the society for loans.

(Sd/-)
For Registrar of Co-operative societies

No.CLT (2) 25556/91. Office of the Registrar of Co-operative societies, Trivandrum, 12-9-91

CIRCULAR No. 28/91

Sub: **Primary Co-operative Agricultural land Rural Development Banks-Application fees, administration Fees etc., collected from applicants revised rules-ordered.**

Ref: **1. Registrar's Circular No. 6/76 dated 18-2-1976 (PL & C (5) 1539/76)**

2. Letter No. G1/06192/89/9-5-1991 from Kerala State Co-operative Agricultural and Rural Development Bank.

The Board of Directors of the Kerala State Co-operative Agricultural and Rural Development Bank Ltd. in its meeting held on 24-4-1991 resolved to request the Registrar of Co-operative Societies for revising the present rate of cost of application form and administration charges collected by the Primary Co-operative Agricultural and Rural Development Bank from loan applicants at the time of entertaining the application. The proposal is examined in detail and in modification of the circular 1st cited the following instructions are issued.

1. The Primary Co-operative Agricultural and Rural Development Bank collect Rs. 5/- instead of Rs. 3/- from the applications as the cost of application form.

2. The Primary Co-operative Agricultural and Rural Development Bank should collect form the applicant Rs. 1/- as the Administration fee per thousand subject to a maximum of Rs. 100/-

3. The procedure as revised above will come into effect from 1-7-1991 onwards.

4. The Primary Co-operative Agricultural and Rural Development Bank will initiate immediate action for making necessary amendments to their bye-laws in this regard pending amendments of bye-laws (amendment should be got done within 6 months from the date of this circular). The Primary Co-operative Agricultural and Rural Development Banks are permitted to implement the above procedure.

V. S. Senthil
Registrar of Co-operative Societies

No.G-21070/91 Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 18-12-1991

CIRCULAR No. 41/91

Sub: **Short-term Agricultural Advances by Co-operatives-Interest charged from members not to exceed the Principal amount-Instructions-**

Ref: **1. Letter No. NB/PCD. OPR/188/A1/91-92 dated 8-4-1991 of NABARD.**

2. Government letter No. 4571/B1/91/Co-op dated 5-10-1992.

NABARD vide letter cited I above has advised to issue suitable instructions to all the Co-operative Banks in the State to the effect that collection of interest on loans issued by Co-operatives for periods not exceeding 15 months should be limited to the Principal amount of the loans. Government in the letter referred as Second paper above has directed that suitable instructions as advised by NABARD may be issued.

In the circumstances by virtue of Rule 56 (5) of the Kerala Co-operative societies Rules 1969 all the Co-operative Banks in the State are instructed to ensure that form 1-4-1991 onwards the total amount of interest debited to a loan account by the Primary Agricultural Credit Societies should not exceed the Principal amount in respect of short-term advances to the small and marginal farmers.

V. S. Senthil
Registrar of Co-operative Societies

No. CS (1) 55422/91 Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 4-7-92

CIRCULAR No. 23/92

Sub: **Agricultural loans issued by the PACS – Declining trend noticed**

The Primary Agricultural Credit Societies have been established in the State with the Primary objective of meeting the credit requirement of agriculture allied activities and the Cottage and Village Industries in rural areas. NABARD is providing refinance facilities at concessional rates of interest for advances made by the PACS in this regard through the DCBs. And KSCB. The importance of providing these credits by the PACS have been repeatedly stressed by this office through various Circular instructions previously. However, of late a trend is being found developed among some of the PACS as they are not giving adequate attention for providing these types of credits to the needy rural population and the refinance facilities availed from NABARD are also showing a declining trend. It is needless to point out that such a trend does not commensurate with the healthy development of Co-operative Credit structure in agricultural sector in the State and would show that the PACS are not giving adequate attention to the primary objectives for which they came into being.

It is appreciated that the loaning operations as well as the deposit base of the PACS in the state have shown considerable improvement in recent years. However, all these would be of no avail if they fail in their primary objectives. It is therefore instructed and reiterated again that all the PACS in the State should ensure that they meet the complete credit requirements of their members for agricultural, allied activities and cottages and industrial activities at concessional rates of interest by availing refinance facilities from NABARD through DCBs to the maximum extent possible. If at all, any of the PACS opt not to borrow from DCBs, they shall provide such loans from their own funds at concessional rates of interest. On no account the total amount of loans provided to these sectors shall be less than 25% of the total loan outstanding of any of the PACS.

The departmental officers and DCBs will ensure that all the PACS strictly adhere to the above instructions.

V. S. Senthil
Registrar of Co-operative Societies

hmb]m{]hÀ¯ \§Ä

No.CB (3) 54766/92 Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 28-11-1992

CIRCULAR No. 47/92

Sub: **District Co-operative Banks-Loans and advances made without bye-law provision-exemption from provisions under KCS Act and Rules-creation of posts without sanction-etc., instructions-issued.**

It has brought to the notice of the undersigned that some of the District Co-operative Banks are advancing loans for the purposes which are not provided in their bye-laws and without the approval of sub-Rules for such loans by this office and in certain cases even without getting prior exemption from the relevant provisions of the Kerala Co-operative Societies Act and Rules 1969. Instances where the Banks are providing advances in excess of the permissive limits fixed by Government/ NABARD have also come to notice. Issuing of loans for such purposes which are not specifically provided in the bye-laws and before getting exemption from the relevant provisions of the KCS Act the Rules on the plea that the Bank has applied for such exemption are highly irregular and in violation of the statutory provisions. Similarly providing advances to employees or to non-member in excess of the limits prescribed by Government/Registrar of Co-operative Societies/ NABARD on any account is highly improper and therefore cause stringent action.

This is therefore to request all District Co-op: Banks to strictly adhere to the following instructions.

(i) It should be ensured that there is specific provision in the bye-laws of the Bank for providing any loans/advances now being provided. In cases where there is no specific provision in the bye-laws, immediate steps shall be taken to get the relevant clause of the bye-laws amended in accordance of the provisions of the Act and Rules, providing for such loans/advances. No loan shall be paid in future for purposes for which there is no specific provision in the bye-laws of the Bank.

(ii) Loans/Advances should not be provided to non-members or for periods exceeding five years without obtaining prior exemption from the relevant provisions in the KCS Act and Rules. Such advance or advances shall not be provided before getting specific exemption of Government on the plea that the Bank has applied for such exemption.

(iii) Sub rules for issue of all loans and advances that the Bank can provide,

should be framed and got approved by the competent authority of the Department in advance.

(iv) Loans/Advances both to staff and non-members should strictly be restricted to the limits fixed for each of such loans/and advances and the limits, if any exceeded without the approval of competent authority should immediately be curtailed and brought down to the limit fixed.

(v) No appointments/promotion shall be made against any post in the Bank for which prior sanction of Registrar of Co-operative Societies has not been received. It is also instructed that the category wise strength of the total sanctioned post should not be changed without previous sanction from this office.

(vi) No appointment shall be made on daily wages against any vacancies in the Bank without prior sanction of Registrar of Co-op: Societies.

The Banks should take utmost care not to violate the provisions of bye-laws of the Bank, and of the KCS Act and Rules and also the instructions issued by Department/NABARD/Reserve Bank of India etc.

The receipt of this circular is to be acknowledged.

V. S. Senthil
Registrar of Co-operative Societies

\¼À Pn.40650/92

klIcW kwLw cPnk{Smdm^ok,
Xncph\´]pcw 28þ11þ1992

kÀ¡peÀ \¼À 48/92

hnjbw: **klIcW kwL§fnÂ hായ്പക്കു വേണ്ടി സമർപ്പിക്കുന്ന At]£ tbmsSm¸w \ÂIp¶ dn¡mÀUpIÄ¡ ckoX \ÂIp¶X kw_Ôn¨.**

klIcW kYm]\§fnÂ \n¶ hmb]¡p At]£ \ÂIpt¼mgpw, hmb] A\phZn¡pt¼mgpw At]£ tbmsSm¸w klIcW kYm]\§fnÂ hm§n kq£n¡p¶ B[mcapÄs¸sSbpff dn¡mÀUpIÄ¡pw AwK§Ä¡ ckoX sImSp¡p¶]XnhCt¸mÄ \nehnenÃ. CXpaqew At]£ tbmsSm¸w GsXÃmw dn¡mÀUpIfmW _m¦nÂ GÂ¸n¨ncn¡p¶sX¶ sXfnbn¡phm³ മെമ്പർമാർക്ക് ബുദ്ധിമുട്ട് അനുഭവപ്പെടാറുണ്ട്.

taÂ kmINcy¯nÂ taenÂ klIcW kYm]\§Ä AwK§fnÂ \n¶pw hmb] At]£ tbmsSm¸w hm§p¶ dn¡mÀUpIÄ¡ GsXÃmw

hmb]m{]hÀ¯ \§Ä

dn¡mÀUpIfmW ssI¸änbsX¶ ImWn¡p¶ ckoX AwK§Ä¡ നൽകേണ്ടതാണ്.

taÂ \nÀt±iw FÃm tPmbnâ cPnk{SmÀamcpw AhchcpsS `cW \nb{´W¯n³ Iognepff FÃm kIIcW kYm]\§fptSbpw{i²bnÂ കൊണ്ടു വരേണ്ടതും ടി നിർദ്ദേശം കർശനമായി പാലിക്കുന്നുണ്ടെന്നു ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

hn. F k. sk´nÂ
kIIcW kwLw cPnk{SmÀ

\¼À Pn.46690/92

kIIcW kwLw cPnk{Smdm^okv, Xncph\´]pcw 17þ4þ1993

kÀ¡peÀ \¼À 26/93

hnjbw: **kIIcW kwL§fnse AwK§Ä hmb]Ifntem aäp _m[yXIfntem \ÂIm\pff XpI `mKnIambn AS¡pt¼mÄ AwK§Ä¡ \ÂIp¶ ckoXpIfnÂ _m¡n \nÂ¡p¶ XpI ImWn¡p¶X kw_Ôn¨ \nÀt±i§Ä.**

kIIcW kYm]\§fnse AwK§Ä hmb]Ifntet¡m aäp _m[yXIfntet¡m \ÂIm\pff XpI `mKnIambn AS¡pt¼mÄ kwL§Ä AwK§Ä¡ \ÂIp¶ ckoXpIfnÂ _m¡n \ÂIm\pff XpI ImWn¡p¶]Xnh]e kwL§fnepw Ct¸mÄ \nehnenÃ. CX aqew F´pXpIbmW നൽകാനുള്ളത് എന്ന് അറിയിക്കുവാൻ മെമ്പർമാർക്ക് ബുദ്ധിമുട്ട് അനുഭവപ്പെടാറുണ്ട്.

taÂ kmIcy¯nÂ taenÂ kIIcW kYm]\§ÄAwK§fnÂ \n¶pw hmb]bntem, aäp _m²yXIfntem AS¡p¶ XpI¡ \ÂIp¶ ckoXpIfnÂ GsXÃmw XpIIfnte¡mW Ah hchsh¨sX¶ hyIXambn കാണിക്കുന്നതോടൊപ്പം ബാക്കി എത്ര തുക അടക്കാനുണ്ട് എന്നുള്ള വിവരം കൂടി കാണിക്കേണ്ടതാണ്.

taÂ \nÀt±iw FÃm tPmbnâ cPnk{SmÀamcpw AhchcpsS `cW \nb{´W¯n³ Iognepff FÃm kIIcW kYm]\§fptSbpw{i²bnÂ കൊണ്ടു വരേണ്ടതും ടി നിർദ്ദേശം കർശനമായി പാലിയ്ക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

sI. jwkp±o³
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C³NmÀP kIIcW kwLw cPnk{SmÀ

k l IcW kÀ ¡ peÀ kam I mcw

\ ¼À k n. F Â.än (4) 5390/93 k l IcW kwLw cPn k{Smdm^ok, Xncph\ ´]pcw, 15þ4þ1993

kÀ ¡ peÀ \ ¼À 28/93

hn j bw: **I r j n B h i y § Ä ¡ mbn \ Â I p ¶ hmb] bpw B \p I qey § fpw]qÀ®ambn I r j n ¡ mbn D] tbmKn ¡ m³ \S]Snþ kw_ Ôn ¨.**

kwkYm\s¯ k l IcW kYm] \ § Ä hgn ImÀ j n I B h i y § Ä ¡ നൽകുന്ന വായ്പകൾ കൃഷി ആവശ്യങ്ങൾക്കായി പൂർണ്ണമായും ഉപയോഗിക്കുന്നുണ്ടോ F ¶ Dd¸p hcp¯p¶ Xn\ Ct¸mgpff kwhn[m\w]cym]vXaÃ F ¶ {i ² bnÂ s] «cn ¡ p¶p. ImÀ j n I hmb] I Ä]qÀ®ambpw I r j n Imcy § Ä ¡ mbn D] t bmKn ¡ p¶nsÃ ¶pw AXp ImcW ¯mÂ ImÀ j n I Imcy § Ä ¡ kwkYm\w പിന്നോക്കം നിൽക്കുന്നതായും പരാതി ഉന്നയിക്കപ്പെട്ടിട്ടുണ്ട്. ഈ സാഹചര്യത്തിൽ ImÀ j n I B h i y § Ä ¡ p \Â I p ¶ hmb] I fpw B \p I qey § fpw,]qÀ®ambpw കൃഷിക്കായി തന്നെ ഉപയോഗിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടിയിരിക്കുന്നു. B bXn\mÂ ImÀ j n Imh i y § Ä ¡ mbn \ Â I p ¶ hmb] I Ä A \phZn ¡ pt¼mÄ ടി വായ്പാ തുക പൂർണ്ണമായും കൃഷിക്കുതന്നെ വിനിയോഗിക്കുന്നുണ്ടെന്ന് ഉറപ്പു hcp¯p¶ Xn\p \ne hnepff k{¼Zmbw A htem I \w sNbX B bXp Xn I ¨pw കുറ്റമറ്റതാക്കേണ്ടതും കാർഷിക വായ്പകൾ കൃഷി ആവശ്യങ്ങൾക്കുതന്നെ വിനിയോഗിക്കുന്നുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുമാണ്. സംഘങ്ങളുടെ തലത്തിലും PnÃm _m¦ Xe ¯nepw hmb] I fpsS hn\ntbmK § Ä]cnt im[n ¡ p¶ Xn\pff സംവിധാനം കൂടുതൽ ഫലപ്രദമായി പ്രവർത്തിക്കേണ്ടതുമാണ് എന്നറിയിക്കുന്നു.

sI. j wk p±o ³
A Uo j WÂ cPn k{SmÀ (s{I Unä)

\ ¼À k n.Pn.(1) 53251/91 k l IcW kwLw cPn k{Smdm^ok, Xncph\ ´]pcw, 9þ6þ1993

kÀ ¡ peÀ \ ¼À 36/93

hn j bw: **{]mYan I ImÀ j n I k l IcW kwL § Ä ¡ pw ^mÀtag k kÀho k k l IcW _m¦p I Ä ¡ pw \ Â I p ¶ hmb] I fpw A h bpsS]cn[n I fpw kw_ Ôn ¨ D¯ch. 1949 se _m¦nwK dKpte j ³ B I Sn sâ]cn[nbnÂ hcm¯ ImÀ j nt I Xc hmb]m സഹകരണ സംഘങ്ങൾക്കും കൂടി ബാധകമാക്കിക്കൊണ്ട് ഉത്തരവ്]pds¸Sphn ¡ p¶X kw_ Ôn ¨.**

k qN \: 1. **cPn k{SmdpsS 25þ10þ1991 se 32/91 mw \ ¼À kÀ ¡ peÀ**

2. **cPn k{SmdpsS 5þ4þ1993 se 23/93 mw \ ¼À kÀ ¡ peÀ**

hmbI]m{]hÀ¯\§Ä

kqN\ kÀ¡pedpIÄ {]Imcw {]mYanI ImÀjnI kl IcW kwL§Ä¡pw ^mÀtagvkv kÀhokv kl IcW kwL§Ä¡pw AhbpsS AwK§Ä¡v \ÂImhp¶ hnhn[hmbv]Isf kw_Ôn¨pw AwK§fpsS hmbv]m]cn[nsb kw_Ôn¨pw]pds¸Sphn¨n«pff kqN\bnse D¯chpIÄ, {I kzImepa²ylme ImÀjnI hmbv]Isfmgn¨pff hmbv]IÄ \ÂIp¶Xn\pff]cn[nbpw HcwK¯n\v]camh[n \ÂImhp¶ sam¯w hmbv]I fpsS]cn[nbpw kw_Ôn¨pff h 1949 se _m¦nwKv dKpte j³ BIvSnsâ]cn[nbnÂ hcm¯ kwkvYm\s¯ ImÀjntIXc hmbv]m kl IcW kwL§Ä¡pw IqSn
ബാധകമാക്കിക്കൊണ്ട് ഇതിനാൽ ഉത്തരവ് പുറപ്പെടുവിച്ചുകൊള്ളുന്നു.

hn. F kv. sk´nÂ
kl IcW kwLw cPn k{SmÀ

\¼À kn.Pn.(1) 53251/92 | kl IcW kwLw cPn k{Smdm^okv, Xncph\´]pcw, 20þ8þ1993

kÀ¡peÀ \¼À 52/93

hnjbw: **{]mYanI ImÀjnI kl IcW kwL§Ä, ^mÀtagvkv kÀhokv kl IcW _m¦pIÄ, _m¦nwKv dKpte j³ BIvSnsâ]cn[nbnÂ hcm¯ ImÀjntIXc hmbv]m kwL§Ä F¶nh¡v \ÂImhp¶ hmbv]Ifpw AhbpsS]cn[nIfpw kw_Ôn¨v D¯chv þ kzÀ®¸Wb hmbv] \ÂIp¶Xn\v Poh\¡mcpsS kl IcW kwL§Ä¡p IqSn _m[Iam¡p¶Xp kw_Ôn¨v.**

kqN\: 1. **cPn k{SmdpsS 25þ10þ1991 se 32/91 mw \¼À kÀ¡peÀ**

2. **cPn k{SmdpsS 5þ4þ1993 se 23/93 mw \¼À kÀ¡peÀ**

3. **cPn k{SmdpsS 9þ6þ1993 se 36/93 mw \¼À kÀ¡peÀ**

kqN\ 1, 2 F¶o kÀ¡pedpIÄ {]Imcw {]mYanI ImÀjnI kl IcW kwL§Ä¡pw ^mÀtagvkv kÀhokv kl IcW _m¦pIÄ¡pw \ÂImhp¶ hmbv]Isf kw_Ôn¨pw Hmtcm C\w hmbv]I fnepw]camh[n \ÂImhp¶ hmbv]m XpI IÄ kw_Ôn¨pw D¯chpIÄ]pds¸Sphn¨n«pffXmWv. kqN\ 3 se D¯chv {]Imcw, {]kvXpX kÀ¡pedpI fnse {I kzIme a[yIme ImÀjnI hmbv]IÄ Hgn¨pff aäp hmbv]IÄ \ÂIp¶Xn\pw Hmtcm C\w hmbv]I fpsS]camh[n]cn[nbpw kw_Ôn¨pff \n_Ô\IÄ, 1949 se _m¦nwKv dKpte j³ BIvSnsâ]cn[nbnÂ hcm¯ kwkvYm\s¯
കാർഷികേതര വായ്പാ സഹകരണ സംഘങ്ങൾക്കും കൂടി ബാധകമാക്കിക്കൊണ്ടും D¯chv]pds¸Sphn¨n«pffXmWv.

k l IcW kÀ¡peÀ kaml mcw

{]mYanI hmb]m k l IcW kwL §Ä ¡pw _m¦mwK dKpte j ³ B lSnsâ]cn[nbnÂ hcm¯ ImÀjnt IXc hmb]m kwL §Ä ¡pw AhbpsS AwK§Ä ¡ \nehnepff hyhkYIÄ {]Imcw \Â Imhp¶ kzÀ®]Wb hmb], 8 {Kmw kzÀ® ¯n\ 2000 cq] hsc F¶ tXmXnÂ 25,000 cq] bnÂ A[nIcn¡m¯ hmb] A\phZn¡mhp¶XmW F¶pw Cu hmb] AtkmkntbäAwK§Ä ¡pw A\phZn¡mhp¶XmsW¶pw CXn\ HmIcn അനുപാതം ബാധകമല്ലെന്നും നിശ്ചയിച്ചിട്ടുണ്ട്. പ്രസ്തുത നിരക്കിലും hyhkYIf\pkcn¨pw Poh\¡mcpsS k l IcW kwL §Ä ¡pw AhbpsS AwK§Ä ¡ kzÀ®¸Wb hmb] A\phZn¡mhp¶XmtWm F¶ Nne tPmbnâ cPnk{SmÀamcpw Nne Poh\¡mcpsS k l IcW kwL §fpw amÀ¤ \nÀt±i §Ä Bcm ª ncp¶p. B bXn\mÂ, {]mYanI ImÀjnI hmb]m kwL §Ä ¡pw ^mÀtagk kÀhok k l IcW _m¦pIÄ ¡pw, _m¦mwK dKpte j ³ B lSnsâ]cn[nbnÂ hcm¯ ImÀjnt IXc hmb]m kwL §Ä ¡pw 8 {Kmw kzÀ®¯n\ 2000 cq] \nc¡nÂ HcwK¯n\ ]camh[n 25,000 cq] bnÂ A[nIcn¡m¯ hmb] aXnbmb kt{Sm§dqw kuIcy§fpw Bhiy¯n\pff \nt£]§fpwss_embnÂ kzÀ®¸Wb hmb] \ÂIp¶Xn\ hyhkYbpw Dff Poh\¡mcpsS k l IcW kwL §Ä ¡pw AhbpsS AwK§Ä ¡ kzÀ®¸Wb hmb] A\phZn¡mhp¶XmsW¶ hyIXam¡ns¡mffp¶p.

hn. F k. sk´nÂ
k l IcWkwLw cPnk{SmÀ

CLT (3) 47655/93 — Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 19-3-1994

CIRCULAR No. 7/94

Sub: **Financing of SRTO and NFS loans on personal securities valuation of hypotheca-clarification issued**

Ref: **Circular No. 89/80 dated 30-12-1980.**

As per the circular cited, detailed instructions have been issued with regard to the procedure to be followed for the disbursement of long term loans including the valuation of security properties. Now a doubt has been raised with regard to the valuation of loan applications where an applicant has offered security of hypothecation of vehicles as well as personal security of landed property. It is therefore found necessary to clarify the doubt.

The Primary Co-op: Agricultural Development Banks shall issue loans only on the basis of valuation as per the procedure approved by Registrar of Co-op: Societies. In this office Circular No. 89/80 dated, 31-12-80 the procedure to be followed for the issue of loans by Primary /Co-op: Agricultural

and Rural Development Banks have been prescribed. According to the circular the responsibility for valuation of loan application have been fixed as follows.

1.	Senior Supervisor of Primary Co-op: Agriculture and Rural Development Banks	Loan application upto Rs.10,000/-
2.	Agricultural Officers of Primary Coop: Agricultural and Rural Development Banks	Loan application between Rs. 10,000/- to Rs.30,000/-
3.	Asst.Registrar/Valuation Officers.	Loan application above Rs. 30,000/-

The intension of the circular is the valuation of the loan application shall also be made by the concerned officers subject to the above limits apart from the valuation of the hypotheca. Valuation of loan application would also mean assessment and certification of the repaying capacity of the borrower with reference to the income that would be generated out of the scheme are income from other funds and worth of the security. Therefore the loan application irrespective of whether the loans are issued on the security of landed properties or not have to be valued with reference to the repaying capacity of the borrower members, by the officers concerned.

V. S. Senthil
Registrar of Co-operative Societies

No.CLT (3) 21583/94. Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 14-7-1994

CIRCULAR No. 22/94

Sub: **Disbursement of long-term loans-simplification of procedure Modification-Regarding.**

Ref: **1. This Office Circular No. 89/80 dated 30-12-80.**

2. This Office Circular No. 21/86 dated 7-6-86

3. This Office Circular No. 40/86 dated 28-9-86

4. Letter No.G1/1161/93 dated 25-5-94 from Kerala State Co-operative Agricultural land Rural Development Bank.

In para 2 (4) of the Circular first cited the Senior Supervisor of the Primary Land Mortgage Banks have been authorised to value security properties in

respect of loan application upto and including Rs. 10,000/- and the Agricultural Officers working in the Banks have been authorised to value loan Application upto the including Rs. 20,000 and in all other cases by Valuation Officers.

As per circular second cited Junior Supervisors of the Primary Co-operative Agricultural Development Banks, where there are no senior supervisors, having experience of 3 years have also been authorised to value security properties in respect of loan applications upto and including Rs. 10,000/-

As per circular third cited the above ceiling was partly modified and the Agricultural Officers working in Primary Co-operative Agricultural Development Banks have been authorised to value loan applications upto and including Rs. 30,000/-

As per the letter fourth cited Kerala State Co-operative Agricultural and Rural Development Bank has requested to change the above ceiling. This has been considered and para 2 (4) of the circular first cited is partially modified as follows:

2 (4) Valuation:

The Supervisors of the Primary Co-op: Agricultural and Rural Development Banks are authorised to value security properties in respect of loan application upto and including Rs 20,000/- The Agricultural officers working in the Banks are authorised to value security properties in respect of loan application upto and including Rs.30,000/- In all other cases the Asst. Registrar/Valuation Officers of the Co-operative Department are authorised to value the security properties.

However in the case of Primary Co-op: Agricultural and Rural Development Banks where there are no sanctioned post of Asst. Registrar/Valuation Officers and Agricultural officers working in the Banks are authorised to value security properties in respect of loan application upto and including Rs. 50,000/- as a special case till the post of Assistant Registrar/Valuation Officers are sanctioned in these Banks. In all other cases of loan applications in such Banks the officers of the Department who are entrusted with the work are authorised to value the security properties.

This modification will have effect from the date of this circular.

K. Shamsuddin
Additional Registrar (Credit)
in charge of Registrar of Co-operative Societies

No.CB(1)28584/92

Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 20-7-1995

CIRCULAR No.22/95

Sub: **Linking of share holding for agricultural advances at various levels of co-operative institutions – revision of ratio of share linking-reg.**

Ref: **1. Lr.No.PDD/44/5557/94-95 dated 10-11-94 of Kerala State Co-op: Bank.**

2. Lr.No.NB(TVM)No.IDD/2872/A3/95-96 dated 30-6-95 of NABARD

The ratio of share linking at the levels of District Co-op: Banks and Primary Agricultural Credit Societies is not uniform and it varies from District to District. Requests have been received from various co-op: institutions for the revision of ratio of share linking. The matter has been examined in detail in consultation with NABARD and Kerala State Co-operative Bank. The National Bank has advised to take suitable action in the matter under intimation to them. The Kerala State Co-operative Bank has furnished proposal for revision of the share linking ratio as approved by the board of directors of the bank in the meeting held on 21-10-94.

Considering the recommendations of the Kerala State Co-operative Bank and all the aspects in the issue, the following ratio is fixed for share linking at various levels of co-operative agricultural credit institutions.

Member to Primary Agricultural Credit Societies	1:20
Primary Agricultural Credit Societies to District Co-op: Banks	1:25
District Co-op: Banks to Kerala State Co-op: Bank	1:30

The above share linking ratio is applicable to loans for agricultural purpose only. The societies may take steps to make suitable amendments to their bye-laws.

(Sd/-)
Registrar of Co-operative Societies

k l IcW kÀ¡peÀ kamIm cw

\¼À k n.Pn.(1) 37930/96 k l IcW kwLw cPn k{Smdm^o k,
Xncph\´]pcw, 7þ11þ1996

kÀ¡peÀ \¼À 28/96

hnjbw: **k l IcW hIp¸þk l IcW kwL §Ä]ncn¨p In«p¶ hmbv]m Xp I bpw]eni bpw Poh\¡mcpsS i¼fsNehn\pw aäpw hn\n tbmKn¡p¶ {]hWX \ncpXkm I s¸Sp¯ p¶Xp kw_ Ôn¨v.**

kqN\: **tZiob ImÀjnI {Kma hnIk\ _m¦nsâ 25þ9þ1996 se F ³._n.sF.Un.kn. k l IcWw 2278/hnþ20/96þ97 se I¯v.**

GXm\pw {]mYanI ImÀjnI hmbv]m k l IcW kwL §fpw aäp Nne hmbv]m k l IcW kwL §fpw]ncn ª p In«p¶ hmbv]m XpIbpw]eni bpw Poh\¡mcpsS i¼fs¨ehn\pw aäp NnehpIÄ¡pambn hI amän hn\ntbmKn¡p¶Xmbpw CXp ImcWw kwL §fpsS kpKaamb hmbv]m {]hÀ¯\w XSÊs¸Sp¯ p¶Xmbpw A¯ cw kwL §fpsS sam¯ ¯nepff {]hÀ¯\s¯ tZmjI camb n _m[n¡p¶Xmbpw tZiob ImÀjnI ഗ്രാമവികസനന ബാങ്ക് (നബാർഡ്) ചൂണ്ടിക്കാണിച്ചിരിക്കുന്നു.

]ncn ª pIn«p¶ hmbv]mXpIbpw]eni bpwPoh\¡mcpsS i¼f¯n\pw aäpsNehpIÄ¡pw A\nb{´nXambn hI amän hn\ntbmKn¡p¶Xp ImcWw kwL §Ä¡v]ncn ª pIn«m\pff hmbv]mXpIbpw kwL §Ä [\kImbw _m¦nte¡v Xncn¨S¡m\pff hmbv]m XpIbpw X½nepff A´cw hÀ²n¨p hcpIbpw [\kImb _m¦nÂ \n¶pw XpSÀ¶v hmbv] e`n¡m\pff km[yX CÃmXmhpIbpw sN¿p¶Xmbn {i²bnÂs]«ncn¡p¶p. ]ncn ª pIn«p¶ hmbv]m XpIbpw ]eni bnÂ kwL §Ä¡v e`n¡p¶ amÀPn³ Ign¨pff XpIbpw Poh\¡mcpsS i¼f¯n\pw aäp sNehpIÄ¡pw hI amän hn\ntbmKn¡m³]mSnÃm¯XpamWv.]ncn ª p In«p¶ hmbv] XpI bptSbpw,]eni bptSbpw icnbmb hn\ntbmKw Dd¸m¡n kwL §fpsS {]hÀ¯\w സുഗമമാക്കുന്നതിന് ഓരോ സംഘവും പ്രത്യേകം ശ്രദ്ധ പതിപ്പിക്കേണ്ടതാണ്.

ഈ സർക്കുലർ കൈപ്പറ്റിയ വിവരം അറിയിക്കേണ്ടതാണ്.

k l IcW kwLw cPnk{SmÀ

\¼À k n.]n.(3) 8/52/97 k l IcW kwLw cPn k{Smdm^o k,
Xncph\´]pcw, 3þ3þ1997

kÀ¡peÀ \¼À 8/97

hnjbw: **{]mYanI k l IcW kwL §fnÂ]eni \nc¡v GIoIcn¡p¶Xv kw_ Ôn¨v**

hmb]m{]hÀ¯\§Ä

kqN\: 1. **cPn k{SmdpsS 33/96 \¼cnepff 30þ12þ96 se kÀ¡peÀ**

2. **cPn k{SmdpsS 7/97 \¼cnepff 12þ2þ97 se kÀ¡peÀ**

3. **മടവൂർ സർവീസ് സഹകരണ ബാങ്ക് പ്രസിഡണ്ടിന്റെ 19–2–1997ലെ \nthZ\w.**

kwkYm\¯v _m¦nwK dKpte j³ \nba¯nsâ]cn[nbnÂ hcm¯ k l IcW hmb]m kYm]\§Ä hnhn[Imemh[nIÄ¡v kzoIcn¡p¶ \nt£]§Ä¡v \ÂImhp¶]eni \nc¡pIÄ kqN\ 1 tebpw, 2 tebpw സർക്കുലറുകളിൽ നിർദ്ദേശിച്ചിട്ടുണ്ട്. എന്നാൽ ചില സർവീസ് സഹകരണ സംഘങ്ങൾ cPn k{SmdpsS kÀ¡pedpIÄ¡v hncp²ambn IqSpXÂ \nc¡v \ÂIn hcp¶Xmbn]cmXn e`ിച്ചിട്ടുണ്ട്. ഇപ്രകാരം സർക്കുലർ നിർദ്ദേശങ്ങൾക്ക് വിരുദ്ധമായി \nt£]§Ä¡v IqSpXÂ]eni \ÂIp¶X{]mYanI k l IcW kwL§Ä X½nepff aXkc¯n\v hgnsXfn¡p¶XmW. _m¦nwK dKpte j³ \nba¯nsâ]cn[nbnÂ hcm¯ k l IcW hmb]m kwL§Ä cPn k{SmdpsS Imemlme§fnepff \nÀt±i§Ä¡v A\pkrXambn]eni \nc¡nÂ \nt£]w kzoIcn¡p¶Xn\v _m[ykYamW. cPn k{SmdpsS D¯chpIÄ¡v hncp²ambn hÀ²n¨ \nc¡nÂ]eni \ÂIp¶ kwL§Äs¡Xnsc \nba]camb \S]Sn സ്വീകരിക്കേണ്ടി വരുന്നതാണ്.

taÂ¸d ª ImcW§fmÂ cPn k{SmdpsS kÀ¡peÀ \nÀt±i§Ä¡v A\pkrXambn am{Xta kwL§Ä \nt£]§Ä¡v]eni \ÂIp¶pffq എന്ന് ഡിപ്പാർട്ടുമെന്റ് ഉദ്യോഗസ്ഥർ ഉറപ്പു വരുത്തേണ്ടതും, അതിന് വിരുദ്ധമായി പ്രവർത്തിക്കുന്ന സംഘങ്ങൾക്കെതിരെ നിയമപ്രകാരം നടപടി സ്വീകരിക്കേണ്ടതും B Ip¶p.

k l IcW kwLw cPn k{SmÀ

No.HV (1) 45211/97 Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 20-01-98

CIRCULAR No. 2/98

Sub: **Housing-Primary Housing Co-operative Societies Miscellaneous Charges realised from members Rates of legal fees-Revised-Orders issued.**

Read: **1. This office circular No. 56/89 dated 20-09-89.**

2. Resolution No. 6(b) dated 15-12-1997 of the board of Directors of the Kerala State Co-operative Housing Federation Ltd., Ernakulam.

k l lcW kÀ¡peÀ kam lmcw

In consideration of the recommendation of the Board of Directors of the Kerala State Co-operative Housing Federation Ltd., Ernakulam, vide its resolutions read as first paper above and in partial modification of this office Circular read as second paper above, the rates of legal fees realisable by the Primary Housing Co-operative Societies in the state from their members, are revised as follows:

Sl No.	Item	Existing rates as per Circular No. 56/89 dtd.20/9/89	Revised rates as per this circular
(1)	(2)	(3)	(4)
1.	Legal fees	Rs. 25/- for loan application upto Rs. 10,000/- Plus Rs.1/- for every additional Rs.1000/- subject to a maximum of Rs.50/-	Rs. 50/- for loan application up to Rs. 50,000/- Plus Rs.1/- for every additional Rs. 1000 subject to a maximum of Rs. 100/-

N. T. Sathyavan
Additional Registrar of Co-operative Societies (Consumer)

\¼À kn.Pn.(1) 15557/98

k l lcW kwLw cPn k{Smdm^ok, Xncph\´]pcw, 25þ5þ1998

kÀ¡peÀ \¼À 18/98

hnjbw: **{]mYan l lmÀjn l hmbn]m / k l lcW kwL §Ä¡pw ^mÀtagk kÀhok k l lcW _m¦p lÄ¡pw \Â lmhp¶ hmbn] l fpw A hbpsS]cn[n l fpw \n i Nbn¡p¶X kw_ Ôn¨þD ¯ chn.**

kqN\: 1. **cPn k{SmdpsS 25þ10þ91 se 32/91 mw \¼À kÀ¡peÀ**

2. **cPn k{SmdpsS 5þ4þ93 se 23/93 mw \¼À kÀ¡peÀ**

3. **cPn k{SmdpsS 9þ6þ93 se 36/93 mw \¼À kÀ¡peÀ**

4. **cPn k{SmdpsS 16þ7þ93 se 43/93 mw \¼À kÀ¡peÀ**

5. **cPn k{SmdpsS 20þ8þ93 se 52/93 mw \¼À kÀ¡peÀ**

6. **cPn k{SmdpsS 31þ8þ95 se 25/95 mw \¼À kÀ¡peÀ**

7. **cPn k{SmdpsS 25þ11þ96 se 29/96 mw \¼À kÀ¡peÀ**

kwkYm\s¯ {]mYan l lmÀjn l hmbn]m k l lcW kwL §fpsS {]hÀ¯\w]Tn¨ AX sa¨s¸Sp¯p¶Xn\pff \nÀt±i §Ä kÀ¡mcn\

hmb]m{]hÀ¯\§Ä

kaÀ¸n¡p¶Xn\ cq]oIcn¨ hnZKv² kanXn kaÀ¸n¨ dnt¸mÀ«nÂ {I kz Ime ImÀjnI hmb] \ÂIp¶Xn\pff hyh kYIfnÂ ImtemNnXamb amä§Ä ആവശ്യമാണ് എന്ന് ശുപാർശ ചെയ്തിട്ടുണ്ട്. അതിന്റെ അടിസ്ഥാനത്തിൽ kwkYm\s¯ {]mYanI ImÀjnI hmb]m k I IcW kwL§Ä, ^mÀtagk kÀhok k I IcW _m¦pIÄ F¶nhbnÂ \n¶pw \ÂImhp¶ hmb]Ifpw ഒരംഗത്തിന് നൽകാവുന്ന വായ്പകളുടെ പരിധികളും പുതുക്കി നിശ്ചയിച്ചുകൊണ്ടും, അവ അനുവദിക്കുന്നതിലുള്ള പൊതു നിർദ്ദേശങ്ങൾ പരിഷ്ക്കരിച്ചുകൊണ്ടും CXn\mÂ D¯ch]pds¸Sphn¡p¶p.

1. {I kzIme ImÀjnI hmb] bpsS]cn[n, \nehnepff 50000 cq] F¶X 100000 cq] bmbn hÀ²n¸n¡mhp¶XmW. F¶mÂ C{] Imcw BÄ Pmay¯nÂ \ÂImhp¶ hmb]m]cn[n 25,000 cq] B bncn¡pw

2. BÄ Pmay¯nÂ ImÀjnIhpw ImÀjntIXchpamb hmb] അനുവദിക്കുമ്പോൾ ഒരേ വീട്ടിലുള്ള രണ്ടോ മൂന്നോ പേർ പരസ്പരം ജാമ്യം \n¶ hmb] A\phZn¨p IqSm¯ XmW. HcmÄ¡ Pmayw \nÂ¡mhp¶]camh[n]cn[n AS¨ XoÀ¯ Hm Icn Xp I bpsS 40 Cc«n hsc F¶ നിശ്ചയിക്കേണ്ടതാണ്.

3. hmb]m Xncn¨Shn\p kwL¯nÂ \n¶pw hmb] ¡mc\ t\m«ok Ab¡pt¼mÄ t\m«oknÂ hmb]m apXÂ,]eni,]ng]eni, aäp ചെലവുകൾ എന്നിവ പ്രത്യേകം കാണിക്കേണ്ടതാണ്. അതുപോലെ വായ്പാ തിരിച്ചടവ് രസീത് നൽകുമ്പോൾ മേൽ കാണിച്ചവ പ്രത്യേകം കാണിക്കേണ്ടതും, hmb] apXÂ,]eni _m¡n \nÂ¸pfff XpI IÄ, hyIXambn രേഖപ്പെടുത്തേണ്ടതുമാണ്.

4. AwK§Ä¡ kqKaambn IrXy kab¯ hmb] e`n¡p¶Xn\mbn 5,000 hscbpff ]pXnb hmb]IÄ Hcp `cW kanXn AwK¯nsâ iq]mÀi bpsS ASnkYm\¯nÂ No^ FIknI}«ohnsâ പരിശോധനയോടെ പ്രസിഡണ്ടിന് അനുവദിക്കാവുന്നതും അടുത്ത ഭരണസമിതി യോഗത്തിൽ അംഗീകാരം വാങ്ങിക്കേണ്ടതുമാണ്. അതുപോലെ hmb]m XpI IrXyambn Xncn¨S¡pt¼mÄ No^ FIknI}«ohnsâ ശുപാർശയോടെ പ്രസിഡണ്ടിന് മുൻ വായ്പ തുകയിൽ അധികരിക്കാത്ത തുക]p\À hmb]bmbn A\phZn¡mhp¶Xpw ASp¯ `cWkanXn യോഗത്തിൽ അംഗീകാരം വാങ്ങേണ്ടതുമാണ്.

5. kwL§fnÂ \n¶pw hnXcWw sN¿s¸Sp¶ hmb]IÄ¡]eni¡]pdsa assämcp XpI bpw CuSm¡m³]mSnÃm F¶ Cu B^okse kÀ¡pedpIfnÂ \nÀt±i¨ncp¶p. F¶mÂ kzÀ®]Wb hmb]¡ Ass{]kÀ NmÀP, C³ jpd³k NmÀPn\§fnÂ Hp \niNnX XpI ഈടാക്കാൻ അനുവാദം നൽകേണ്ടതാണെന്ന് ടി കമ്മിറ്റി റിപ്പോർട്ടിൽ ശൂപാർശ ചെയ്തിട്ടുണ്ട്. ആയത് പരിശോധിച്ചതിന്റെ അടിസ്ഥാനത്തിൽ സ്വർണ്ണ പണയ hmb]¡ ImemIme§fnÂ \niNbn¡p¶]eni \nc¡pIÄ¡]pdta

k l IcW kÀ¡peÀ kaml mcw

sam¯w hmb]m Xpl bpsS 0.25% Ass{] kÀ NmÀPmbpw C³ jpd³ k ചാർജായും വായ്പക്കാരിൽ നിന്നും സംഘത്തിന് ആവശ്യമുണ്ടെന്ന് tXm¶pIbmsW¦nÂ CuSm¡mhp¶XmW. CX bmsXmcp IcWhimepw]camh[n 125 cq] bnÂ A[nIcn¡m³]mSnÃm¯XmIp¶p.

joem tXmak sF. F. F k.
k l IcW kwLw cPn k{SmÀ

\¼À kn.Pn.(1) 20463/98

k l IcW kwLw cPn k{Smdm^ok,
Xncph\´]pcw, 28þ5þ1998

kÀ¡peÀ \¼À 21/98

hnjbw: **k l IcWwþk l IcW s{IUnä ¹m³ X¿mdm¡p¶Xp kw_Ôn¨ hnZK² kanXn ip]mÀi.**

kqN\: **hnZK² kanXn dnt¸mÀ«**

kwkYm\s¯ {]mYanI ImÀjnI hmb]m k l IcW kwL§fpsS {]hÀ¯\w]Tn¨ \nehmcw sa¨s¸Sp¯p¶Xn\ cq]oIcn¨ hnZK² kanXn kÀ¡mcn\ kaÀ¸n¨ dnt¸mÀ«nÂ hmÀjnI]²XnbpsS `mKambn Hmtcm പഞ്ചായത്തിനും അതാത് പ്രദേശത്തെ വികസന പദ്ധതി, പഞ്ചായത്ത് പ്രസിഡണ്ട്, Irjnhlp¸ DtZymKkYÀ, {]mYanI ImÀjnI hmb]m k l IcW kwL§fnse പ്രസിഡണ്ട്/ചീഫ് എക്സിക്യൂട്ടീവ് എന്നിവ കൂട്ടായി ചർച്ച ചെയ്ത് ഒരു സഹകരണ ക്രെഡിറ്റ് പ്ലാൻ തയ്യാറാക്കേണ്ടതാണെന്ന് ശുപാർശ ചെയ്തിട്ടുണ്ട്. ആയത്]cnt im[n¨Xnsâ ASnkYm\¯nÂ hmÀjnI]²Xn(Annual Plan) bpsS `mKambn ഓരോ പഞ്ചായത്തിനും ഒരു സഹകരണ ക്രെഡിറ്റ് പ്ലാൻ ഉണ്ടാകുന്നത് A`nImayamsW¶ ImWp¶p. Hmtcm k l IcW kwLhpw Ah bpsS {]hÀ¯\ ]cn[nbnÂ hcp¶ {]tZi§sf¡pdn¨ hni Zambn]Tn¨ AXmXp {]tZis¯ വികസനത്തിന് ആവശ്യമായ വായ്പാ പദ്ധതികൾ തയ്യാറാക്കേണ്ടതാണ്. ഇത്തരം k l IcW hmb]m]²XnIÄ X¿mdm¡p¶Xn\ \nÀ±njS]©mb¯ A[nImcnIÄ, Irjnhlp¸ DtZymKkY³amÀ F¶nhcpambn NÀ¨ \S¯p¶X {]tbmP\{]Zambncn¡pw. B bXn\ AXmXp]©mb¯nse {]mYanI ImÀjnI വായ്പാ സഹകരണ സംഘം മുൻകൈ എടുക്കേണ്ടതാണ്. സംഘം അടുത്ത hÀjs¯ hmÀjnI _UPä X¿mdm¡p¶Xnt\msSm¸w Xs¶ C{]Imcw k l IcW s{IUnä ¹m³ X¿mdm¡p¶X IqSpXÂ {]tbmP\{]Zambncn¡pw

IqSmsX {]mYanI ImÀjnI hmb]m k l IcW kwL§Ä C{]Imcw Hcp hÀj¯nÂ kwLwhgn \Â Im³ Dt±in¡p¶ hmb] IfpsS hniZ hnhcw മുൻകൂട്ടി തന്നെ സംഘങ്ങൾക്ക് അറിവ് നൽകേണ്ടതാണ്.

joem tXmak sF. F. F k.
k l IcW kwLw cPn k{SmÀ

hmb]m{]hÀ¯\§Ä

No.CB (1) 45845/97

Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 28-08-1998

CIRCULAR No. 40/98

Sub: **Financing self Help Group by Primary Agricultural Credit Societies-Amendment of Bye-laws-regarding.**

Ref: **1. G.O.No.114/97/Co-op: dated 6-9-1997.**

2. Letter No.NB (TVM) 2387/SIB-97 (C) 98-99 dated 16-7-98 of NABARD.

As per the G.O.1st cited the Government have exempted the Primary Agricultural Credit Societies from the provisions of Sub Section (1) of section 59 of the KCS Act 1969 for the purpose of enabling those societies to provide loans to the Self Help Groups organised under them.

NABARD vide letter 2nd cited has requested to issue suitable instructions to the Primary Agricultural Credit Societies to make suitable amendment in their bye-laws to support the Self Help Group linkage programme.

In the above circumstances the Joint Registrars may advice the Primary Agricultural Credit Societies under their control to make suitable amendment in their bye-laws so as to provide loans to the Self Help Groups Organised under them.

Sheela Thomas
Registrar of Co-operative Societies

\¼À kn.Pn.(1) 14151/98

k l I cW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 26þ10þ1998

kÀ¡peÀ \¼À 45/98

hnjbw: **k l I cWwþ{]mYanI ImÀjnI hmb]m k l I cW kwL§fpsS {]hÀ¯\w sa¨s¸Sp¯p¶Xn\pff hnZKv² kanXn iq]mÀi \S¸nem¡p¶Xp kw_Ôn¨v.**

kqN\: **1. hnZKv² kanXnbpsS (14þ9) mw ip]mÀi**

2. 25þ6þ1998 se sk³{SÂ _m¦v kv kt½f\¯nsâ 3 mw \¼À Xocpam\w.

k l IcW kÀ¡peÀ kamlmcw

kwkYm\s¯ {]mYanI ImÀjnI hmbv]m k l IcW kwL§fpsS {]hÀ¯\w]Tn¨v \nehmcwsa¨s¸Sp¯p¶Xn\mbn kÀ¡mÀcq]oIcn¨ hnZKv²kanXn kaÀ¸n¨ dnt¸mÀ«nse (14þ9) mw \¼À iq]mÀi Xmsg]dbpw{]ImcamWv.

{]mYanI ImÀjnI hmbv]m k l IcW kwL§fneqsS IÀj IÀ¡v വായ്പ ലഭിക്കുന്നതിന് ലാന്റ് രജിസ്റ്ററിലെ വിവരങ്ങൾ അടിസ്ഥാനമാക്കേണ്ട ImcyanÃ. hkXphns â {]amWw, IcwHSp¡pckoXv, DSak Ysâ k½X]{Xw, ssIhim\p`h kÀ«n^n¡ä F¶nhbpsS ASnkYm\¯nÂ hmbv]m]cn[n നിശ്ചയിക്കേണ്ടതാണ്.

taÂ ip]mÀi 25þ6þ1998 Â IqSnb sk ³{SÂ _m¦v k kt½f\hpw അംഗീകരിക്കുകയുണ്ടായി.

Cu kmlNcy¯nÂ {]mYanI ImÀjnI hmbv]m k l IcW kwL§fpsS IÀj IÀ¡v hmbv] e`n¡p¶Xn\v kwL¯nÂ kq£n¨n«pff emâ cPnkädnse വിവരങ്ങൾ മാത്രം അടിസ്ഥാനമാക്കേണ്ട കാര്യമില്ല. വസ്തുവിന്റെ പ്രമാണം, കരം HSp¡pckoXv, hkXp DSakYsâ k½X]{Xw, ssIhim\p`h kÀ«n^n¡ä F¶nhbpsS ASnkYm\¯nÂ IÀj Icmb AwK§Ä¡v hmbv]m]cn[n \niNbn¡p¶ Imcyw AXmXp kwL§Ä¡v]cnKWn¡mhp¶XmWv.

joem tXmakv sF. F. F kv.
k l IcWkwLw cPnk{SmÀ

\¼À kn._n.(2) 4829/98

k l IcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw, 13þ4þ1999

kÀ¡peÀ \¼À 14/99

hnjbw: **{]mYanI hmbv]m k l IcW kwL§Ä kzoIcn¡p¶ \nt£]§Ä¡v \niNnX \nc¡nÂ IqSpXÂ]eni \ÂIp¶Xp kw_Ôn¨v.**

kqN\: **23þ3þ99 Â IqSnb sk ³{SÂ _m¦v tIm¬^d³knÂ D¶bn¨ Bhiyw.**

kwkYm\s¯ Nne ImÀjnI hmbv]m k l IcW kwL§Ä kzoIcn¡p¶ \nt£]§Ä¡v k l IcW kwLwcPnk{SmÀ Imem Ime§fnÂ]pds¸Sphn¨ kÀ¡peÀ \nÀt±i§fnse]eni \nc¡nÂ \n¶pw A[nIcn¨v \ÂIp¶Xmbn kqN\ {]Imcw IqSnb sk ³{SÂ _m¦v tIm¬^d³knÂ]cmaÀin¡s¸SpIbpw \nehnepff kÀ¡peÀ \nÀt±i§Ä¡v hn]coXambn {]hÀ¯n¡p¶ k l IcW kwL§Äs¡Xnsc IÀi\ \S]SnIÄ

hmb]m{]hÀ¯\§Ä

സ്വീകരിക്കേണ്ടതാണെന്ന് അ`ിപ്രായപ്പെടുകയും ചെയ്തിട്ടുണ്ട്. കൂടാതെ ഇതു kw\_Ôn¨ hnhn[ Xe§fnÂ \n¶pw e`n¨n«pff]cmXnIsf¡pdn¨ അന്വേഷിച്ചതിൽ നിന്നും പരാതിയിൽ വാസ്തവമുണ്ടെന്നും ബോധ്യപ്പെട്ടിരിക്കുന്നു.

DbÀ¶ \nc¡nÂ]eni \ÂIn\nt£]w kzoIcn¡p¶XaäpkIIcW kwL§fpsS \nt£]s¯ kmcambn _m[n¡pIbpw BbX kwL§fpsS BtcmKyIcamb{]hÀ¯\¯n\hnLmXamhpIbpwsN¿p¶XmW. AXn\mÂ {]mYanI hmb]m kIIcW kwL§Ä \niNnX \nc¡nepff]eni bÃmsX bmsXmcp hn[B\pIqey§fpw \ÂIcpsX¶ kIIcW kwLwcPnk{SmdpsS 17/87 \¼À kÀ¡pedniepw XpSÀ¶pw \nÀt±in¨ncp¶XmW. IqSmsX kIIcW kwLw cPnk{SmdpsS \nÀt±i§Ä¡ hncp²ambn {]hÀ¯n¡p¶ kwL§Äs¡Xnsc kIIcW kwL \nbaw A\pimkn¡p¶ IÀi\ നടപടികൾ സ്വീകരിക്കേണ്ടതാണെന്ന് ജോയിന്റ് രജിസ്ട്രാർമാർക്ക് നിർദ്ദേശവും \ÂInbncp¶p.

BbXn\mÂ Sn \nÀt±i§Ä¡p hn]coXambn ss{]adn kIIcW kwL§Ä \niNnX \nc¡nÂ A[nIcn¨]eni tbm, IqSmsXaä B\pIqey§tfm നൽകുവാൻ പാടില്ലാ എന്ന് വീണ്ടും കർശനമായി നിർദ്ദേശം നൽകുന്നു. സംസ്ഥാനത്തെ {]mYanI hmb]m kIIcW kwL§Ä kzoIcn¡p¶ \nt£]§Ä¡p\ÂIp¶]eni \nc¡pIÄ kIIcW kwLw cPnk{SmdpsS ImemIme§fnepff kÀ¡peÀ \nÀt±i§Ä¡ A\pkrXamsW¶pw tPmbnâ cPnk{SmÀamÀ Dd¸p വരുത്തേണ്ടതും ടി നിർദ്ദേശം എല്ലാ സംഘങ്ങളുടേയും ശ്രദ്ധയിൽ കൊണ്ടു വരേണ്ടതാണെന്നും പ്രത്യേകം അറിയിക്കുന്നു.

Cu kÀ¡peÀ \nÀt±i§Ä¡phn]coXambn{]hÀ¯n¡p¶ kIIcW kYm]\§fpsS t]cnÂ AXXp tPmbnâ cPnk{SmÀamÀ kIIcW \nbaw അനുശാസിക്കുന്ന കർശന നടപടികൾ കൃത്യമായും സ്വീകരിക്കേണ്ടതാണ്.

hn.]n. tPmbn
kIIcW kwLw cPnk{SmÀ

No.CLT (3)40535/99 Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 3-11-1999

CIRCULAR No. 42/99

Sub: **Disbursement of Loan-Long Term Loans-Simplification of-Procedure-Modification-Regarding.**

Read: **1. This office circular No. 22/94 dated: 14-7-1994.**

2. Representation received from various Agricultural and Rural Development Banks.

k I IcW kÀ¡peÀ kamImcw

In this office circular No.22/94 dated.14-7-1994 the supervisors and the Agricultural officers of the Primary Agricultural and Rural Development Banks were authorised to value security properties in respect of loan application upto and including Rs.20,000 and Rs. 30,000 respectively. In the case of Primary Agricultural and Rural Development Banks where there are no sanctioned post of Assistant Registrar/Valuation Officer, the Agricultural Officers working in the Banks were authorised to Value Security properties in respect of Loan application upto and including Rs. 50,000 as a Special case till the post of Assistant Registrar/Valuation Officers are sanctioned in these Banks.

Representations from various Agricultural and Rural Development Banks have been received for enhancing the present limit prescribed in the above cited circular to avoid delay in disbursing the loans. It is pointed out that the limit of loans has been tremendously increased as the Banks have widened their loan area. In the above circumstances the following modifications in this office circular No. 22/94 dated, 14-7-1994 are issued.

Valuation

The Supervisors of the Primary Co-operative Agricultural and Rural Development Banks are authorised to value security properties in respect of loan application upto and including Rs. 30,000/-. The Agricultural officers working in the Banks are authorised to value security properties in respect of loan application upto and include Rs. 50,000/- In all other cases the officers of the department who are entrusted with the work are authorised to value the security properties. In the case of primary Co-operative Agricultural and Rural Development banks where there are no sanctioned post of Assistant Registrar/Valuation Officers the Agricultural Officer working in the Banks are authorised to Value Security properties in respect of loan application upto and including Rs. 75,000 as a special case till the post of Assistant Registrar/ Valuation Officers are sanctioned in these Banks.

This modification will have effect from the date of this circular.

K. Chandrasena Prasad
Additional Registrar (Consumer)
In Charge of Registrar of Co-operative Societies

No.G(1) 7961/99. Office of the Registrar of Co-operative Societies,

hmb]m{] hÀ¯\§Ä

Thiruvananthapuram, 4-1-2000

CIRCULAR No. 2/2000

Sub: **Co-op. Department Short term Agricultural Advance by Co-operatives Interest charged from members not to exceed principal amount instructions cancelled.**

Ref: **1. Registrar's Circular No. 41/91 Dated: 18-12-'91**

2. Letter No. PCD/28/96-97 dated: 16-12-96 of NABARD

3. Government letter No.5614/B1/97/Co-op: dated: 1-11-'99.

The General Manager of NABARD vide letter 2nd cited has informed that taking into account the views expressed by various State Government and the present interest rate policy of providing freedom to co-operative Banks in the matter fixing lending rates, the desirability or otherwise of enforcing the principle was viewed by them in consultation with Reserve Bank of India. Reserve Banks of India/ NABARD are of the view that if the Co-operatives take appropriate action for prompt recovery of loans, the need for invoking the above principle may not arise. It has been further remarked that Co-operatives should have the right to recover the interest due which may be come equal to or higher than the principal on account of rephasement/delayed payment. As per the letter 3rd cited, Government have directed to cancel the circular 1st cited in the light of the letter dated: 16-12-'96 of NABARD, 2nd cited. In the above circumstances the Circular 1st cited is hereby cancelled.

V. P. Joy IAS
Registrar of Co-operative Societies

\¼À k¬.Pn.(1) 49100/99

klIcW kwLw cPnkv{Smdm^okv,
Xncph\´]pcw, 3þ1þ2000

kÀ¡peÀ \¼À 3/2000

hnjbw: **{]mYanI ImÀjnI hmbv]m klIcW kwL§Ä, ^mÀtagvkv kÀhokv klIcW _m¦pIÄ, _m¦nwKv dKptej³ BIvSnsâ]cn[nbnÂ hcm¯ ImÀjntIXc hmbv]m klIcW kwL§Ä F¶nhbnÂ \n¶pw \ÂImhp¶ hnhn[bn\w hmbv]IfpsS]cn[n hÀ²n¸n¡p¶Xv kw_Ôn¨v.**

kqN\: 1. **Cu Hm^okns\ 31þ8þ95 se 25/95 mw \¼À kÀ¡peÀ.**

k l IcW kÀ ¡ peÀ kam I mcw

2. Cu Hm^okn se 25þ11þ96 se 29/96 mw \¼À kÀ ¡ peÀ.
3. Cu Hm^okn se 25þ5þ98 se 18/98 mw \¼À kÀ ¡ peÀ.

kqN\ 1se kÀ ¡ peÀ {] I mcw {] mYan I ImÀ j n I hmb]m kwL § Ä, ^mÀtag k kÀho k _m¦ p I Ä, ImÀ j nt I Xc hmb]m kwL § Ä F ¶nh bnÂ \n¶pw \Â I mhp¶ hnhn[bn\w hmb] I fpsS]cn[nbpw Hcp AwK ¯ n\ പരമാവധി നൽകാവുന്ന മൊത്തം വായ്പകളുടെ പരിധിയും നിശ്ചയിച്ചുകൊണ്ട് D ¯ ch]pds¸Sphn¨ncp¶p. kqN\ (2) (3) kÀ ¡ peÀ {] I mcw ImÀ j n I hmb] DÄs¸sS Nne C\w hmb] I fpsS]cn[n hÀ ² n¸n¨ D ¯ ch]pds¸Sphn¨ncp¶p.

2. kwk Ym\s ¯ ImÀ j n I hmb]m k l IcW kwL § fpw aäp ImÀ j nt I Xc hmb]m k l IcW kwL § fpw IqSpXÂ P\ hn i zmkw BÀPn ¡ p I bpw \nt £] kam I cW ¯ neqsS Ch bpsS hn`ht i j n KWyamb തോതിൽ വർദ്ധിപ്പിക്കുകയും ചെയ്തിട്ടുണ്ട്. പുതിയ സഹസ്രാബ്ദത്തിലേക്ക് {] th i n ¡ pt¼mÄ kwL § fpsS Cu hn`ht i j n AwK § fpsS hÀ ² n¨p hcp¶ hmb]m B h i y § Ä \ndthäp¶Xnte ¡ mbn hn\nt bmKn ¡ p¶Xn\pw അത് വഴി സംഘം പ്രവർത്തനം കൂടുതൽ ലാഭകരമാക്കുന്നതിനും ശ്രമിക്കേണ്ടതുണ്ട്. ഈ ആവശ്യം മുൻനിർത്തി വിവിധയിനം വായ്പകളുടെ പരിധി ഉയർത്തേണ്ടത് B h i yamsW¶p ImWp¶p. taÂ kmI Ncy ¯ nÂ k l {km_Z]cn]mSnt bmS\p_ Ôn¨ kwk Ym\s ¯ {] mYan I ImÀ j n I hmb]m k l IcW kwL § Ä ^mÀtag k kÀho k k l IcW _m¦ p I Ä _m¦ nwK dKpte j ³ B I Snsâ]cn[nbnÂ hcm ¯ ImÀ j nt I Xc hmb]m k l IcW kwL § Ä F ¶nh bnÂ \n¶pw A h bpsS AwK § Ä ¡ \Â I mhp¶ hnh [bn\w hmb] I fpsS]cn[n kwL § fpsS hn`ht i j nbpamb n _Ôs¸Sp ¯ nNphsS ചേർത്തിരിക്കുന്ന പ്രകാരം പുതുക്കി നിശ്ചയിച്ചുകൊണ്ട് ഇതിനാൽ ഉത്തരവ്]pds¸Sphn ¡ p¶p.

{I a \¼À	hmb]m] ² Xn	]camh [n]cn[n	I memh [n	Hm I cn A \p]mXw
1.	**DX]mZ\ B h i yapff hmb]**			
F.	{I kzI me a[y I me ImÀ j n I hmb] I Ä	2,00,000 cq]	{I kz I mew 1 hÀ j w a² I mew 2 apXÂ 5 hÀ j w hsc	1:20
_n.	kzbw sXmgnÂ hmb] I Ä	2,00,000	5 hÀ j w	1%
kn.	hyh kmb hmb] I Ä	10,00,000	5 hÀ j w	1%
Un.	`qkz ¯ hm § p¶Xn\pf f hmb]	5,00,000	5 hÀ j w	1%
2.	**kzÀ®]Wb hmb]**	2,00,000	1 hÀ j w	
3.	**D]t`m I Xr hmb] I Ä**			

hmb]m{] hÀ¯ \§Ä

1.	Iq«n I fpsS hnZym`ym k¯n\	10,000	1 hÀ j w	1%
2.	Ip«n I fpsS s{]m^ j WÂ hnZym`ym k¯n\	1,50,000	5 hÀ j w	1%
3.	IqSpw_mwK§ fpsS hnhm I mh iy¯n\	1,00,000	5 hÀ j w	1%
4.	IqSpw_mwK§ fpsS NnInX kmacWm\´c			
	Nnehp IÄ XpS§nbh	10,000	1 hÀ j w	1%
5.	Xmakn¡p¶ hoSp IÄ \¶m¡p¶Xn\	1,00,000	5 hÀ j w	1%
6.	hntZi§ fnÂ tPmen tXSn t]mIp¶Xn\	1,00,000	3 hÀ j w	1%
7.	ho«p] IcW§Ä hm§p¶Xn\	1,00,000	5 hÀ j w	1%
8.	hm I \§Ä hm§p¶Xn\	10,00,000	5 hÀ j w	1%
9.	hnhn[B h iy§Ä ¡pff Imj s{I Unä.	50,000	1 hÀ j w	1%
10.	`h \ \nÀ½mW hmb].	3,00,000	5 hÀ j w	1%

4. **HcwK¯n\ ]camh[n \Â Imhp¶ sam¯w hmb] I fpsS]cn[n C{] Imcambncn¡pw.**

1. Hcp t ImSn cq] hsc \nt £]apff kwL§ fnÂ — 1,00,000 cq] hsc
2. Hcp t ImSn apXÂ aq¶ t ImSn hsc \nt £]apff kwL§ fnÂ — 2,00,000 cq] hsc
3. 3 t ImSn apXÂ 5 t ImSn hsc \nt £]apff kwL§ fnÂ — 3,00,000 cq] hsc
4. 5 t ImSn apXÂ 10 t ImSn hsc \nt £]apff kwL§ fnÂ — 5,00,000 cq] hsc
5. 10 t ImSn¡p taÂ \nt £]apff kwL§ fnÂ 10,00,000 cq] hsc

5.]²Xn hmb] IÄ

_mÀU tZiob hyhkmb hnI k\ _m¦ Iuk nwK _m¦ XpS§nbh bnÂ \n¶pw]p\À hmb]m e`n¡p¶]²XnIÄ A\pkcn¨pff hmb] IÄ ¡p taÂ]cn[n _m[IaÃ.

6. kwL§ fpsS \nt £]¯nsâ 10% ¯nÂ A[nIcn¡msX hm I \ hmb] bmbpw 15% ¯nÂ A[nIcn¡msX `h \ \nÀ½mW¯n\qff hmb] bmbpw A\phZn¡mhp¶XmW. F¶mÂ hm I \ hmb] \n iNnX tXmXnÂ \Â Im³ IgnbmsX h¶mÂ Sn XpI `h \ \nÀ½mW hmb] \Â Ip¶Xn\mbn hn\ntbmKn¡mhp¶XmW.

7. 25,000 cq] hscbpff ImÀ jnI hmb] IÄ AwK§Ä X½nepff]ck]c Pmay¯nÂ \Â Imhp¶XmW. F¶mÂ 50,000 cq] hscbpff FÃm ImÀ jntIXc hmb] I fpw 2 Â IpdbmsXbpff (hmb]m XpI bptSbpw Pmay¡mcpsS i¼f¯ntâ bpw ASnkYm\¯nÂ Pmay¡mcpsS F®w

k l IcW kÀ¡peÀ kaml mcw

\nPs¸Sp¯ Ww). tI{µ/kwkYm\, kÀ¡mÀ/AÀ² kÀ¡mÀ DtZymKkY³amcpsS Pmay¯ntem, (i¼f kÀ«n^n¡ä thWw)hkXp Pmay¯ntem \Â Imhp¶XmW. 25,000 cq] bnÂ IqSpXepff ImÀjnI hmb] Ifpw 50,000 cq] bnÂ IqSpXepff ImÀjntIXc hmb] Ifpw hkXp Pmay¯n³ taÂ am{Xta \ÂIphm³]mSpffq. (Fwt¹mbok k I IcW kwL§Ä¡ Cu hyhkY _m[IaÃ)

8. kwL§fpsS hn`htijn]cnKWn¨ apIfnÂ]d ª Xc¯nepff hmb] IÄ \ÂIm³ Ct¸mÄ \nbamhenbnse hyhkYbnÃm¯ kwL§Ä¡ Bhiyamb \n_Ô\IÄ \nbamhenbnÂ ഉൾപ്പെടുത്തുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കേണ്ടതാണ്. കൂടാതെ എല്ലാ സംഘങ്ങളും ആവശ്യമായ വായ്പാ ഉപനിബന്ധനകൾ തയ്യാറാക്കേണ്ടതും B bXn\ AXmX tPmbnâ cPnk{SmÀamcpsS (P\dÂ) AwKoImcw വാങ്ങേണ്ടതും പ്രസ്തുത വായ്പാ ഉപനിബന്ധനകൾക്ക് വിധേയമായി മാത്രം വായ്പകൾ നൽകേണ്ടതുമാണ്.

hn.]n. tPmbn sF. F. Fk.
k l IcW kwLw cPnk{SmÀ

GOVERNMENT OF KERALA
Co-operation (B) Department
NOTIFICATION

G.O.(P) No.149/2000/Co-op. Thiruvananthapuram, 17th November 2000

S.R.O.No.1098/2000- WHEREAS, under sub-section 91 of section 59 of the Kerala Co-operative Societies Act, 1969 (21 of 1969), a Society shall not make a loan to any person or a society other than a member.

AND WHEREAS, a large number of public works of Local Self Government are undertaken through the Beneficiary Committees constituted by the Local Self Government Institutions under peoples campaign programme. Beneficiary Committees enter into an agreement with the Local Self Government Institutions and based on that agreement, an advance not exceeding 25% of the cost of work of Rs.100000/- (Rupees one lakh) whichever is less is given by Local Self Government Institutions for executing the work and such advance is adjusted from future bills by the Local Self Government Institutions. By experience it has come to notice that for works involving huge amounts, mobilization of advance is not enough and that the Beneficiary Committee have to mobilise additional funds for completing the works in time.

AND WHEREAS, Government have considered the proposal of the Ben-

eficiary Committee exploring the possibilities of availing credit facilities from the Primary Agricultural Credit Societies of the locality having surplus funds after meeting the normal loan requirements to their members.

AND WHEREAS, the Government are satisfied that it is necessary in public interest to exempt the Primary Agricultural Credit Societies having surplus funds from the provisions of sub-section (1) of section 59 of the said act for the limited purpose of enabling them to sanction cash credit or overdraft facility to the Beneficiary Committees appointed by the Local Self Government Institutions for the execution of Public Works of such Local Self Government Institutions.

NOW, THEREFORE, in exercise of the powers conferred under section 101 of the Kerala Co-operative Societies Act, 1969, the Government of Kerala hereby exempt all the Primary Agricultural Credit Societies from the provision of sub-section (1) of section 59 of the said Act for the limited purpose of enabling the said Primary Agricultural Credit Societies to sanction cash credit or overdraft facility to the Beneficiary Committees for the execution of Public Works of Local Self Government Institutions under taken by such Committees on condition that such amounts should not exceed 50% of the cost of such work on the recommendation and guarantee executed by the concerned Local Self Government Institutions at the rate prevailing for loans to non-agricultural purpose. The concerned Local Self Government Institutions shall give a guarantee to the said society that all dues to the Beneficiary Committee would be realised from the final bill and credited to the said society.

By Order of the Governor
C. P. Sreelatha
Additional Secretary to Government

No.PL&C (1) 19418/80 — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 9-5-1990

CIRCULAR No. 29/80

Sub: **Investment of fund by Panchayat in approved Co-operative Banks and Societies**

Ref: **1. Registrar's Circular No.35626/70 dated 5-7-1971**

2. Registrar's Circular No.14/71 issued in the PL&C(1) 50979/73 dt.4-4-1974

3. Registrar's Circular No.48/74 issued in the PL&C(1)13357/73 dt.3-10-1974

In the circulars referred above the Apex, Central Co-operative Banks and Co-operative Banks/Societies which fulfil following conditions are approved for the purpose of investment of funds of Panchayats.

(i) The classification in Audit should be 'A'

(ii) Should have been functioning on profit for the three consecutive years and

(iii) Working Capital should not be less than 10 lakhs.

2. The question of approving the Co-operative Bank/Societies coming under 'B' & 'C' classification in Audit to the above purpose is engaging attention of this Office.

3. In addition to the Apex Bank, Central Bank and Co-operative Banks/ Societies approved in circulars referred above the Co-operative Bank/Societies which fulfil the following conditions are also approved for the purpose of investment of funds of Panchayats.

(i) The classification in Audit should be 'B'or 'C'

(ii) Should have been functioning on profit for the past three consecutive years and

(iii) Working Capital should not be less than 5 lakhs for last five years.

4. The Deputy Registrars (General) of the Districts will notify the Co-operative institutions satisfying the above conditions and intimate the Panchayat coming under their jurisdiction for information under copy to this office. The

societies concerned may also be asked to contact the Panchayat & urge them to make use of the facility so that the deposit position of those institutions can be effectively improved upon.

Babu Jacob
Registrar of Co-operative Societies

No.CP(2) 8063/82/K.Dis. Office of the Registrar of Co-operative Societies, Trivandrum, 20-4-1982

CIRCULAR No. 14/82

Sub: **Investments of funds by Panchayats in approved Co-operative Banks and Societies-regarding.**

Read: **1. This office Circular No. 29/80 dt.9-5-1980.**

2. Letter No. L.Dis.77299/81/G2 dt. 10-2-1982 of Director of Panchayats.

1. As per the Circular read as 1st paper above the Co-op: Societies/Banks classified in audit as not below C were allowed to accept deposit from Panchayats.

2. As per the reference read as 2nd paper above the Director of Panchayats has informed that as per rule 4 of Kerala Panchayat Rules 1963, surplus funds of Panchayats can be invested only in Co-operative Banks/Societies whose audit classification is not below 'B'. As such Panchayats are not free to invest their funds in societies/Banks classified in audit as 'C'.

3. In the circumstance, all Co-operative Societies/Banks classified in audit not below 'B' need only be approved to accept deposits from Panchayts.

4. However societies which continue to be classified as 'C' as per audit report of previous years pending audit of accounts of upto date shall not suffer of this account alone. If in the opinion of the Joint Registrar a society/Bank has subsequently satisfied the condition necessary to satisfy for classification as 'A' or 'B' even though audit has not been completed, such societies may also be permitted to accept deposits from Panchayats. The Circular No. 29/80 is modified to this extent. The other conditions stipulated in the circular will be strictly adhered.

M.S.Joseph
Registrar of Co-operative societies

No.CP(1)41852/91 Office of the Registrar of Co-operative Societies,
Trivandrum, 8-9-1991

CIRCULAR No. 25/91

Sub: **Primary Service Co-operative Banks/Societies-Unauthorised retention of Credit instruments sent for collection-instructions issued-regarding.**

Ref: **Letter No.INSP/5739/E-9/91-92 dated: 9-8-1991 from NABARD.**

Most of the Primary Service Co-operative Banks/Societies in the State which are having sizeable amount as deposits loan transaction etc. are capable of doing all banking transactions. In the modern banking system, the collection of cheques/ instruments has a major role and the importance can not be undermined.

But, it has been brought to the notice of the Registrar, that some Service Co-operative Banks/Societies have retained the cheques/credit instruments sent for collection, unauthorisedly, for unknown reasons. NABARD, vide its letter cited had also informed the tendencies unlawful retention of credit instruments/ cheques by some Service Co-operative banks and stressed the necessity of such tendencies to nip in the bud.

The unauthorised retention of cheques, by the Service Co-op: Bank/ Service Co-operative Societies will affect the reputation as well as trustworthiness of the Co-operative institutions. The confidence, which have acquired by the Public during the yester years in which the whole edifice of the Co-operative movement is built, will collapse, and the ultimate result will be the erosion of the funds/deposits to other financial institutions.

In order to check such practices, the following instructions are issued.

The Primary Agricultural Service Co-operative Banks/Societies, should maintain a separate register for recording the particulars of the cheques/instruments received for collection from the collecting Banks. The payments on the above instruments should be made in chronological order. In case if payment cannot be made, the bank should return the cheques instruments to the bank/collecting banks, specifying the reasons, immediately. The Banks/Societies should also maintain separate registers for recording the details in respect of cheques returned/referred.

It is reliably understood that in some cases, the Service Co-operative Banks/Societies are holding the instruments at the behest of the drawer of the cheques ailing in collusion with them. This will not be tolerated at any cost.

If any instances of such unauthorised retention of credit instruments is brought to the notice of the department in future it will be viewed seriously. If any amount has been paid by the Service Co-operative Banks/Service Co-op: Society by way of interest/compensation for the unauthorised retention of cheques/instruments without any sufficient reasons, that should be realised from the Chief executives/Secretary of the Bank/Society itself. No such amount should be allowed to pay at the cost of the institutions.

Since the Managing Committee has the responsibility of general Supervision of the Societies, they should strictly verify the registers, every month, to verify whether any instruments received for collection are kept unpaid without any reasons. If any such instances are noticed, strict action should be initiated against the concerned officers of the society.

The Department officers, particularly the Inspectors, Auditors, should ensure that no credit instruments received for collections, in the Societies under their control have been retained by the bank, unpaid without any reason. If any such instances are noticed, they should bring the matter to the notice of the higher officers, and the board of directors of the bank/Society without fail.

The Joint Registrars, Deputy Registrars (Audit) of the districts should give necessary strict instructions in this regard to the Primary Agricultural Co-operative Bank, Primary Agricultural Credit Societies under their control.

The receipt of this circular has to be acknowledged.

V. S. Senthil
Registrar of Co-operative Societies

No.CB(2) 52022/91 — Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 30-12-1991

CIRCULAR No. 1/92

Sub: **Meeting of National Bank's Managing Director with Government of Kerala Officials –Efforts for raising a mix of deposits so as to maintain economic viability by Co-operative Credit Institutions – Instructions issued.**

k l IcW kÀ¡peÀ kam Imcw

In the meeting of the National Bank's Managing Director with Government of Kerala Officials, it was suggested that a mix of deposits with an average cost not exceeding 10% should be raised so as to avoid loss to the Co-operative Credit Institutions and for getting better returns and ensure economic viability.

Since the Interest rates on deposits have since been enhanced and the Primary Agricultural Credit Societies have to pay higher rate of interest on long term deposits maintained with them, a mix of deposits as suggested above has to be maintained in order to avoid heavy loss and to ensure economic viability.

The societies are therefore advised to make efforts to raise a mix of deposits with an economic average cost to ensure that the average interest rate is reduced to the maximum extend possible.

V. S. Senthil
Registrar of Co-operative Societies

CB (2) 27554/90 — Office of the Registrar of Co-operative Societies, Thiruvananthapuram, 6-1-1992

CIRCULAR No. 4/92

Sub: **Recurring Deposits accepted by primary Credit Co-operative Institution need for an Unified rate-instructions issued-regarding.**

Ref: **Directives in Ref.No.RPCD (T) No.363-06 08 01-91-92 dated, 14-12-91 from the Reserve Bank of India.**

It has been brought to the notice of the undersigned that there is no uniformity in allowing interest rates on recurring deposits accepted by the Co-operative credit institutions separate interest rates payable on such deposits have not been fixed. This has normally resulted in variation of interest rates allowed by different Co-operative Credit Institutions.

The matter was examined in all aspects. The views of the Reserve Bank of India was also obtained in the matter. The Reserve Banks of India has advised that the interest rates on term (fixed) deposits prescribed by Reserve Banks of India from time to time are applicable in respect of recurring deposits also. Accordingly it is hereby directed that the interest rates on term (fixed) deposits fixed from time will be equally applicable in respect of recurring deposit also.

K. Shamsuddin
Additional Registrar (Credit)
In Charge of Registrar of Co-operative Societies

No.CB(2) 63350/91 Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 7-1-93

CIRCULAR No. 1/93

Sub: **Daily Deposit schemes in Co-operatives-profitability of such schemes-continuance-instructions issued-**

The Co-operative Credit Institutions in the State are not permitted to operate the Daily Deposit Scheme subject to the prior approval of the Department implementing such scheme. Though the daily deposit schemes in Co-operatives would help to develop thrift and savings habit among the common man, it should be operated without causing recurring losses to the institutions. Daily Deposit schemes can not be continued with continuous loss and the risk of absorbing the Deposit Collectors/Agents in the regular service of the bank in future and allowing them all the benefits of the regular employees of the Banks. Co-operative Credit institutions which are running daily deposit schemes are therefore instructed to review the profitability of otherwise of the schemes run by them, and to take immediate steps to stop the same if is found that the schemes can not be run profitably. It is also instructed that it should be ensured that before commencing any daily deposit scheme, prior sanction is obtained from the Joint Registrar of Co-operative Societies/Assistant Registrar of Co-operative Societies, as the case may be. The Joint Registrar/Assistant Registrar shall issue such sanction only for a specified period, only after duly satisfying the profitability of the schemes. Further extension need be sanctioned only after reviewing the position of the scheme and after satisfying the continued profitability of the same for a further specified period. The above instructions shall be strictly adhered to by all the Co-operatives and the authorities of the Department sanctioning the schemes.

V. S. Senthil
Registrar of Co-operative Societies

No.CB (2) 42629/93. Office of the Registrar of Co-operative Societies,
Trivandrum, 27-10-93

CIRCULAR No. 72/93

Sub: **Primary Agricultural Credit Societies-Maximum Borrowing Power-enhancement of limit-orders issued.**

Ref: **Circular No. 4/85 dated, 25-1-1985.**

k l IcW kÀ¡peÀ kam]mcw

In the Circular read above the Maximum Borrowing power of the Primary Agricultural Credit Societies was fixed at 35 times of the total of the paid up share capital plus reserve fund.

A review of the above limit of maximum borrowing power has now become necessary in view of various factors indicated below. The Deposits of the Primary Agricultural Credit Societies have been considerably increased consequent on the successive deposit mobilisation campaigns and there by the Reserve Borrowing power of societies has been reduced considerably.

Further the Primary Agricultural Credit Societies have been permitted to diversify their loaning programmes by issue of different types of loans for which reduced ratio of Share linking has been prescribed. Since the Borrowing power of several societies have exceeded the limit of Maximum Borrowing Power further borrowings for continued loaning operations of such societies have become impossible. Consequently many of their Primary Agricultural Credit societies have now reached a position under which they cannot avail further borrowings from the District Co-operative Bank and accept further deposits. Such societies have represented for enhancement of the Maximum Borrowing Power.

The matter was examined in detail. It is found that Maximum Borrowing Power of the Primary Agricultural Credit Societies have to be increased reasonably.

The Primary Agricultural Credit Societies are therefore permitted to enhance their Maximum Borrowing power up to 50 times of the total of paid up Share Capital plus reserve fund. Necessary amendments to this effect may be made by the societies to their bye-laws if such enhancement of the Borrowing Power is found necessary. The Joint Registrar will consider such proposals based on the actual necessity and viability of each society.

V. S. Senthil
Registrar of Co-operative Societies

\¼À kn.]n.(2) 42808/93

k l IcW kwLw cPn k{Smdm^o k,
Xncph\´]pcw, 4þ12þ1993

kÀ¡peÀ \¼À 78/93

hnjbw: **{]mYan I k l IcW kwL §Ä hyIXnIfnÂ \n¶pw hmbv]**
വാങ്ങുന്നത് വിലക്കിക്കൊണ്ടുള്ള നിർദ്ദേശം.

A\p_ Ô{]hÀ¯\§Ä

kwkYm\s¯ Nne {]mYanI klIcW kwL§Ä {]tXyIn¨ I®qÀ PnÃbnse Nne klIcW kwL§Ä, t{]manknbn t\m«n നൽകിക്കൊണ്ട് വ്യക്തികളിൽ നിന്നും വായ്പയായി തുകകൾ സ്വീകരിക്കുകയും \nt£]§Ä¡ A\phZ\obamb Xnepw A[nIw]eni C{]Imcw kzoIcn¡p¶ hmb]IÄ¡ \ÂIpIbpw sN¿p¶Xmbn {i²bnÂ s]«ncn¡p¶p. ap³ Ime§fnÂ cPnkäÀ sNbX Inªbn«pff \n_Ô\hIp¸pIfpsS _e¯nemW Cu kwL§Ä C{]Imcw hyIXnIfnÂ \n¶pw hmb]IÄ hm§p¶X F¶p ImWp¶p. klIcW km¼¯nI A¨Si¡¯n\p \nc¡m¯ Cu Zriy hn`h kamIcWw kYm]\¯n\ KpWt¯¡Ä Gsd tZmjw am{Xta sN¿pIbpffq, am{XaÃ km¼¯nI {IatISpIÄ kqjSn¡p¶Xn\pw ktImZc kYm]\§Ä X½nÂ അനാരോഗ്യകരമായ കിട മത്സരങ്ങൾക്ക് വേദിയൊരുക്കുന്നതിനും സാധ്യതയുണ്ട്. BIbmÂ kwL§Ä hyIXnIfnÂ \n¶pw GXp hyh kYbnembmepw hmb]hm§p¶ {]hWX BimkyaÃm¯Xn\mÂ {]kXpX k{¼Zmbw DS³ നിർത്തലാക്കേണ്ടതാണ്. ഇതിനകം വിഭവ സമാഹരണം നടത്തിയതിൽ നല്ലൊരു `mKw taÂ ]dª hmb]Ifmbn kw`cn¨p t]mb kwL§Ä AhcpsS km¼¯nI `{ZX¡ BLmXw hcm³ CSbm¡m¯ hn[¯nÂ {IataW അത്തരം വായ്പാ തുകകൾ തിരികെ കൊടുത്ത് തീർക്കുവാൻ ശ്രദ്ധിക്കേണ്ടതാണ്.

t{]manknbn t\m«nsâ Imemh[n XocpI¶ apd¡ XpI aS¡n sImSp¡pIbmIpw {]mtbmKnI amÀ¤w. GXmbmepw C\n apXÂ]pXnb hmb]IÄ hyIXnIfnÂ \n¶pw bmsXmcp ImcWhimepw kzoIcn¡phm³]mSpffXÃ. AwKoIrX \nt£]§Ä AwKoImcw t\Snbn«pff {]tXyI \nt£]]²XnIÄ XpS§nbh aptJ\ A\phZ\obamb]eni \nc¡p {]Imcw am{Xw \nt£]§fmbn am{Xta hyIXnIfnÂ \n¶pw hn`h kamIcWw \S¯mhq F¶ CXn\mÂ \nj¡À jn¡p¶p.

Cu kÀ¡peÀ \nÀt±i¯nsâ A´:k¯¡ FXncmbn GsX¦nepw സംഘത്തിന്റെ നിബന്ധനകളിൽ വ്യവസ്ഥകൾ കടന്നു കൂടിയിട്ടുണ്ടെങ്കിൽ പ്രസ്തുത നിബന്ധന വകുപ്പുകൾ എത്രയും വേഗം നീക്കം ചെയ്യേണ്ടതും ഇപ്രകാരം സംഭരിച്ച് t]mbn«pff XpIbnÂ _m¡n \nÂ¸pff apgph³ XpIbpw _Ôs¸« D¯aÀ®³amÀ¡ Hcp \niNnX Imebfhn\pffnÂ aS¡ns¡mSp¯ തീർക്കേണ്ടതുമാണ്.

]pXnbXmbn cPnkäÀ sN¿s¸Sp¶ kwL§fnÂ C¯c¯nepff \n_Ô\ IS¶pIqSmXncn¡phm³ tPmbnâ cPnk{SmÀamÀ {]tXyIw ശ്രദ്ധിക്കേണ്ടതാണ്.

hn. F k. sk´nÂ
klIcWkwLw cPnk{SmÀ

k l IcW kÀ¡peÀ kaml mcw

\¼À kn.]n.(1) 36316/97 k l IcW kwLw cPnk{Smdm^ok,
Xncph\´]pcw, 30þ9þ1997

kÀ¡peÀ \¼À 26/97

hnjbw: **k l IcW hIp¸þk l IcW kYm]\§Ä _m¦nwK CS]mSpIÄ \S¯pt¼mÄ IrXyX]men¡Wsa¶Xp kw_Ôn¨v.**

kwkYm\s¯ k l IcW kYm]\§fnÂ I f£ \mbn e`n¡p¶ aäp \_m¦pI fpsS sN¡pI fpw \_nÃpI fpw ImeXmakw IqSmsX I f IäsNbXp Xncns I Ab¨psImSp¡p¶ Imcy¯nÂ hfsc IpäIcamb A\mkY Im«p¶Xmbn ]e hmWnPy \_m¦pI fnÂ \n¶pw e`n¨ I¯pI fpsS ASnkYm\¯nÂ k l IcW സംഘം രജിസ്ട്രാറുടെ ശ്രദ്ധയിൽ പെട്ടിട്ടുണ്ട്. ഇതു മൂലം ഇടപാടുകാർക്ക് പലതരം കഷ്ട നഷ്ടങ്ങൾ ഉണ്ടാകുന്നതായി വാണിജ്യ ബാങ്കുകളിൽ നിന്നും റിസർവ് _m¦pI fnÂ \n¶pw t]mepw cPnk{Smsd \nc´cambn Adnbn¨p കൊണ്ടിരിക്കുകയാണ്.

C¯cw]cmXnI fpsS ASnkYm\¯nÂ C¡mcy¯nÂ hogN hcp¯p¶ k l IcW kYm]\§fpsS taÂ IÀi \amb \S]Sn kzoIcn¡Wsa¶pCXn\p ap¼pw FÃm tPmbnâ cPnk{SmÀamÀ¡pw \nÀt±iw \Â Inbn«pffXmW. F¶mÂ Ct¸mgpw C¡mcy¯nÂ k l IcW kYm]\§fpsS `mK¯p \n¶ hogN IÄ XpSÀ¶phcp¶Xmbn ImWp¶p. C¯cw \S]SnIÄ XpSÀ¶mÂ k l IcW kYm]\§fpsS taÂ CS]mSpImÀ¡pff hnizmkw \jSs¸SpI bpw AXpaqew k l IcW kYm]\§fpsS km¼¯nI `{ZX¡pXs¶ tIm«w X«phm³ CSbmIp¶XpamW.

B bXn\mÂ _m¦nwK CS]mSpIÄ \S¯p¶ k l IcW kYm]\§Ä aäp _m¦pI fpambpff CS]mSpI fnÂ IrXyX]men¡phm³ {]tXyIw ശ്രദ്ധിക്കേണ്ടതാണ്. ഈ നിർദ്ദേശത്തിന് വിപരീതമായി പ്രവർത്തിക്കുന്ന k l IcW kYm]\§Äs¡Xnsc IÀi\ \S]Sn kzoIcn¡p¶XmW. മാത്രമല്ല ഇതു മൂലം ഇടപാടുകാർക്കുണ്ടാകുന്ന കഷ്ടനഷ്ടങ്ങൾക്ക് അതാത് k l IcW kYm]\§Ä Xs¶]qÀ® D¯chmZnbmbncn¡p¶XpamW. ഇക്കാര്യം ഇല്ലാ ജോയിന്റ് രജിസ്ട്രാർമാരും പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതും _Ôs¸« kwL§fpsS `mchmInIfptSbpw aäp Poh\¡mcptSbpw ശ്രദ്ധയിൽ കൊണ്ടുവരേണ്ടതുമാണ്.

joem tXmaksF. F. Fk.
k l IcWkwLw cPnk{SmÀ

A \p_ Ô{]hÀ ¯ \ § Ä

\ ¼À k n.] n.(1)44849/98

k l I cW k w L w cPn k {Smdm ^ o k ,
Xncph \ ´] pcw, 29þ12þ1998

kÀ ¡ peÀ \ ¼À 55/98

hn j bw: **k l I cW h I p¸þI f £ ³ sN ¡ p I Ä ss I I mcyw sN¿p¶XnÂ hogN hcp¯ p¶X þ kw_ Ôn¨ .**

k qN \: **Cu B ^o k nse 30þ9þ97 se 26/97 mw \ ¼À kÀ ¡ peÀ**

സംസ്ഥാനത്തെ സഹകരണ സ്ഥാപനങ്ങളിൽ കളക്ഷനു വേണ്ടി ലഭിക്കുന്ന sN ¡ p I fpw _nÃp I fpw I meXma k w I qSsX I f I ä sNbX Xncns I A b ¨ s I mSp ¡ p¶ I mcy ¯ nÂ Nne k w L § Ä h fsc I pä I camb hogN hcp ¯ p¶ Xmbn k l I cW k w L w cPn k {SmdpsS { i ² bnÂ s] «Xnsâ ASn k Ym\ ¯ nÂ C ¡ mcy ¯ nÂ hogN hcp ¯ p¶ k l I cW k Ym] \ § fpsS taÂ IÀ i \amb \S] Sn I Ä kzo I cn ¡ Ww F ¶ k qN \ kÀ ¡ peÀ {] I mcw FÃm tPmbnâ cPn k {SmÀamÀ ¡ pw \nÀt± i w \ Â I nbncp¶ XmW. F ¶ mÂ Ct¸mgpw] e k l I cW k Ym] \ § fptSbpw `mK ¯ p \n¶ C ¯ cw hogN I Ä ഉണ്ടാകുന്നതായി ശ്രദ്ധയിൽ പെട്ടിട്ടുണ്ട്.

ആയതിനാൽ സഹകരണ സ്ഥാപനങ്ങളിൽ കളക്ഷനു വേണ്ടി ലഭിക്കുന്ന sN ¡ p I Ä \n i NnX kab] cn[n ¡ pf fnÂ Xs¶ I f I äp sNbX A b ¨ p കൊടുക്കേണ്ടതും അഥവാ ചെക്ക് അനാദരിക്കുകയാണെങ്കിൽ ആയതിനു I mcW k I nXw sXm«Sp ¯ Znh k w Xs¶ sN ¡ I f £ \p k aÀ¸n¨ hy I Xn ¡ / സ്ഥാപനത്തിന് നോട്ടീസ് നൽകേണ്ടതുമാണ്. മേൽ നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കാത്തതു മൂലം ഇടപാടുകൾക്ക് ഉണ്ടാകുന്ന കഷ്ടനഷ്ടങ്ങൾക്ക് അതാതു k l I cW k Ym] \ § Ä Xs¶]qÀ® D ¯ chmZnbmbncn ¡ p¶ XmW. Cu \nÀt± i ¯ n\p hn] coXambn{] hÀ ¯ n ¡ p¶ k l I cW k Ym] \ ¯ n\ F Xnsc കർശനമായ മേൽ നടപടികൾ ജോയിന്റ് രജിസ്ട്രാർമാർ കൈക്കൊള്ളേണ്ടതാണ്.

joem tXmak sF. F. F k.
k l I cW k w L w cPn k {SmÀ

CS (1) 27342/68

Office of the Registrar of CooperativeSocieties,
Trivandrum, 18th January 1969

CIRCULAR No. 4/69

Sub: **Wholesale Co-operative Consumers Stores-Acceptance of tenders for execution of work.**

Complaints are being received from parties submitting tenders to the wholesale Stores for works proposed to be executed by them, stating that tenders are often not opened in their presence. The contention of the wholesale stores is that there is no condition in the tender notice that the tenders would be opened in the presence of the parties.

Whenever any work is entrusted by calling tenders, there should be a clause in the tender notice to the effect that the tenders would be opened at a specified time in the presence of the tenderers, if any present.

(Sd/-)
For Registrar of Co-operative Societies

CS (3) 6547/69 (iii)

Office of the Registrar of CooperativeSocieties,
Trivandrum, 16th July 1969

CIRCULAR No. 12/69

Sub: **Wholesale Co-operative Stores-Shifting or Closing down of branches-Regarding.**

All the Wholesale Stores are requested to obtain the prior sanction of this office before shifting or closing down of their branches in respect of which share capital contribution or managerial subsidy has been obtained from Government. The circumstances which necessitate the shifting or closure should also be reported through the Deputy Registrar concerned with details of assistance received, membership, members share capital etc.

K. Ravunny Menon
For Registrar of Co-operative Societies

hmbt]Xc{]hÀ¯ \§Ä

\¼À k¡.F k.(1)þ24737/69 | k l IcW kwLw cPn k{Smdm^o k, Xncph\´]pcw, 17þ6þ1969

kÀ¡peÀ \¼À 23/69

hnjbw: **Imen¨m¡pIÄ hnÂ¡p¶X kw_Ôn¨þk l IcW** **സംഘങ്ങൾ അനുവർത്തിക്കേണ്ട നടപടിക്രമം.**

കാലിച്ചാക്കുകൾ വിൽക്കുന്നതിൽ സഹകരണ സംഘങ്ങൾ കൈക്കൊണ്ടു വരുന്ന നടപടിക്രമത്തിൽ ന്യൂനതകൾ ഉണ്ടെന്നു കാണുന്നു. ഇതു സംബന്ധിച്ച് താഴെ പറയുന്ന നിർദ്ദേശങ്ങൾ എല്ലാ സംഘങ്ങളും പാലിക്കേണ്ടതാണ്.

Imen Nm¡pI fpsS hnÂ¸\ c l ky sS³ UÀ aptJ\ B bncn¡ Ww. വിറ്റഴിക്കേണ്ട ചാക്കുകളുടെ സ്റ്റോക്ക് പരിമിതമാണെങ്കിൽ പരസ്യമായി ലേലത്തിൽ hnÂ¡p¶XnÂ sXän¡. tee hnÂ¸\¡ icnbmb]ckyw \Â Inbncn¡ Ww.]cky tee¯nÂ hnÂ¡pI bmsW¦nÂ AXmXp Zn¡nse FÃm Imen Nm¡ I¨hS¡mtcbpw]ckyambn teew hnfn¡p¶ Znh k hpw k Ye hpw kab hpw Imen Nm¡pI fpsS h I Xncn¨pff hnhchpw tcJmaqew (kÀ«n^n¡ä Hm^ പോസ്റ്റിംഗ് വാങ്ങി) അറിയിക്കേണ്ടതാണ്. സംഘം ആഫീസ് പഞ്ചായത്ത് ആഫീസ് aqXemb s]mXp k Ye§ fnepw tee hnhcw t\m«o kpaqew Adnbnt¡ ¡XmW. 200 ൽ അധികം ചാക്കുകൾ വിൽക്കാൻ ഉണ്ടെങ്കിൽ രഹസ്യ ടെൻഡർ മുഖേന hnÂ¡p¶XmW A`nImayw. 500 Â A[nIwNm¡pIÄ cI kysS³ UÀ hgntb hnÂ¡phm³]mSpff q. Nm¡pIÄ icnbmb coXnbnÂ Xcw Xncn¨, {] tXy Iw പ്രത്യേകം ലേലം ചെയ്യേണ്ടതാണ്.

sS³ UÀ t\m«o k Zn\ ]{X§ fnepw s]mXp k Ye§ fnepw t\ct¯]ckys¸Sp¯ Ww. hnÂ¡m³ Dt±i n¡p¶ Imen Nm¡pI fpsS F®w, A h bpsS Xcw Xncn¨ hnhcw sS³ UÀ kzoIcn¡p¶ Ah km\ XobXn, സമയം ടെൻഡർ അയക്കേണ്ട പൂർണ്ണ മേൽവിലാസം, ടെൻഡർ പൊട്ടിക്കുന്ന kabw apXemb hnhc§Ä hni Zambn t\m«o knÂ ImWn¨ncn¡ Ww. ap{Z വച്ച ടെൻഡറാണ് വേണ്ടത്. ടെൻഡറുകൾ ലഭിക്കുന്നതിന് നിശ്ചയിക്കുന്ന Ah km\ Znh kwXs¶ ¢n]X kabw Ign ª AcaWn¡qdn\pffnÂ Xs¶ ഹാജരുള്ള ടെൻഡർകാരുടെ മുൻപിൽ വച്ച് പൊട്ടിക്കേണ്ടതും സ്വീകരിച്ച ടെൻഡറിന്റെ വിവരം അപ്പോൾ തന്നെ പരസ്യപ്പെടുത്തേണ്ടതുമാകുന്നു. sS³ UdpIÄ C{] Imcw ImPcpff sS³ UÀ IncpsS km¶n²y¯nÂ h¨ s]m«n¨ Xocpam\n¡p¶XmsW¶pff hnhchpw hyIXambn t\m«o knÂ]d ª ncn¡ Ww. B hiys¸Sp¶ hÀ¡]cnt im[\¡ Ah kcw നൽകുന്നതാണെന്ന വിവരവും നോട്ടീസിൽ ഉണ്ടായിരിക്കണം. കാലി ചാക്കുകൾ Xcw Xncn¨ kq£n¡ Ww.

k l IcW kÀ¡peÀ kamImcw

taÂ]d ª \nÀt±i §Ä]menÍWsa¶ FÃm kwL §tfmSpw നിർദ്ദേശങ്ങൾ പാലിക്കുന്നുണ്ടോ എന്ന് ശ്രദ്ധിക്കണമെന്ന് ബന്ധപ്പെട്ട DtZymKkY³amtcmSpw A`yÀXYn¡p¶p

സഹകരണ സംഘം രജിസ്ട്രാർക്കുവേണ്ടി

No.CS3-21106/72. Office of the Registrar of CooperativeSocieties, Trivandrum, 16th May 1972

CIRCULAR No. 24/72

Sub: **Fixation of Sale price of medicine sold in Medical Sections of Wholesale Co-operative Consumers Stores-Regarding.**

It is seen that in the Medical Sections of some of the Wholesale Stores, medicines are sold to yield a fixed margin of profit calculated at a fixed percentage, say 7 or 8%. This is not a healthy practice as this will give rise to unfair instances, like the one the undersigned had occasion to notice in the Ernakulam District Wholesale Consumer Co-operative Stores, where a bottle of a particular medicine was seen sold at 9 pies less than the price at which it was being sold by the local retail medical shops. The sale price fixed by the local shops for this particular medicine was Rs. 4.92 while that fixed by the wholesale stores was Rs. 4.83 only. It is not necessary for the consumer stores to sell medicines at a price so lower than that prevails in the local market. This is to avoid unnecessary competition in the market and to ensure better margin to the store. It is however desirable that the stores follow an active price policy.

In order to ascertain, the prevailing market price of the various items of medicines, the Secretaries of Wholesale Stores may if necessary effect purchases of a few select items of medicines from the local retail merchants and then fix the price of the commodities to be sold from their medical shops taking into account the price prevailing in the local market based on the purchases. The articles so purchased from the local market may be added to the stock of the Medical Shop of the Wholesale Stores and resold.

They should take particular care in the matter of local retail purchase of these items and should see that the purchases are made only with a view to study the price structure followed by the private trade. The action taken may be reported to this office.

K. Krishnan Nambiar
Registrar of Co-operative Societies

hmbt]Xc{]hÀ¯\§Ä

No.47382/73/M&P (4) Office of the Registrar of Cooperative Societies, Trivandrum, 24th December 1973

CIRCULAR No. 1/74

Sub: **Godown by Co-operative Societies-Leasing/renting out to other organisations-Instructions issued.**

The National Co-operative Development Corporation has pointed out certain instances where godowns constructed by Co-operative Societies with their assistance were rented/leased out to other organisations for use. The Corporation has observed that financial assistance was given by the corporation to enable Societies to have their own godowns for their use, and not for the use of other institutions or for earning rent.

The financial assistance for construction of godown is given by the National Co-operative Development Corporation to the Co-operatives to facilitate their operations in respect of sale of agricultural produce supply of agricultural inputs including fertilisers and providing facilities to the agriculturists for storage of their agricultural produce for disposal at a later date on better prices. If this practice of leasing out Co-operative godowns to other organisations is not discontinued the very purpose of the scheme under which financial assistance is being provided by the Corporation to the Co-operatives for creation of additional storage capacity would stand defeated.

The practice of leasing out/renting out of godowns by Co-operatives should be discontinued and godown built up by societies availing assistance shall be rented out only with prior approval of the Registrar of Co-operative Societies. The concerned societies will also see that suitable steps are taken to ensure the optimum utilisation of the storage capacity of the godowns.

(Sd/-)
For Registrar of Co-operative Societies

\¼À Pn.(3)þ26490/74 klIcW kwLw cPnk{Smdm^okv,
Xncph\´]pcw 1þ8þ1974

kÀ¡peÀ \¼À 32/74

hnjbw: **kÀ¡peÀþNc¡pIfpw ktämÀ¡pIfpw ssIImcyw sN¿p¶ klIcW kwL§Ä Xo]nSn¯¯ns\Xncmbn C³jzÀ sN¿p¶Xv kw_Ôn¨v.**

k l IcW kÀ ¡ peÀ kam I mcw

ഈയിടെ ഒരു സഹകരണ സംഘത്തിന്റെ വർക്ക് ഷോപ്പും അതിലുണ്ടായിരുന്ന D] I cW § fpw C³ j zÀ sN¿m ¯ Xp I mcWw A hnNmcnXamb n k w`hn¨ Hcp Xo ]nSn ¯ s ¯ XpSÀ ¶ h f scb [n I w \ j S § Ä k w`hn¨Xmb n Adnhmbncn ¡ p ¶ p. Nc ¡ p I fpw k täm ¡ p I fpw ss I I mcyw sN¿p ¶ k l IcW സംഘങ്ങൾ തീപിടുത്തത്തിന് എതിരായി ഇൻഷ്വർ ചെയ്യേണ്ടത് അനിവാര്യമാണെന്ന് CXnÂ \n ¶ pw hy I XamWtÃm. B bXn\mÂ Nc ¡ p I fpw k täm ¡ p I fpw ss I I mcyw sN¿p I bpw k q £ n¨p h ¡ p I bpw sN¿p ¶ k l IcW kw L § fnseÃmw Xs ¶ Xo]nSn ¯ ¯ n\ FXncmbn C³ j zÀ sN¿Wsa ¶ CXn\mÂ Adnbn¨p s I mf fp ¶ p. hn i Z hnhc § Ä t I cf k täää C³ j zd³ k B ^o k nÂ \nt ¶ m P\dÂ C³ j zd³ k t I mÀ¸ td j sâ GsX¦nepw B ^o k p I fnÂ \nt ¶ m Adnbmhp ¶ XmW.

സഹകരണസംഘം രജിസ്ട്രാർക്കുവേണ്ടി.

No.CS(5) 293/76. Office of the Registrar of CooperativeSocieties, Trivandrum, 30th June 1976

CIRCULAR No. 37/76

Sub: **School and College Co-operative Societies-Maintenance of Accounts-Giving guidance –Orders-Issued.**

Ref: **Nil.**

A large number of Schools and College Co-operatives, have recently been registered in each district for the purpose of expanding the distribution of student requirements of books and stationery at fair prices as part of the 20 points economic programme. These societies cannot be expected to engage trained employees. The teachers working as Honorary Secretaries are to maintain the accounts of the societies and conduct the business. Most of the societies might have started functioning by this time. In order to ensure that the books of accounts are maintained properly, ever from the beginning, and that the affairs are managed properly, it is necessary to give proper guidance and to exercise strict supervision over the working of the societies, by the Departmental Officers, from the very beginning.

2. All the Deputy Registrars are therefore, requested to direct the Assistant Registrars and the Inspectors under their control to visit every School and College Co-operative Society within their jurisdiction, as frequently as possible, and to give proper guidance and instructions to the office-bearers of the societies. This item of work should be given priority and importance.

3. The Deputy Registrars will send as report to this office after a fortnight stating whether all School/College Co-operative have been covered by one round of visits inspection by the officers under their control and whether necessary direction has been given to the office-bearers regarding the maintenance of accounts and conduct of business.

4. The receipt of this circular be acknowledged by return.

(Sd/-)
Additional Registrar of Co-operative Societies

\¼À kn.F k.(3) 53516/76 — k l IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 25þ10þ1976

kÀ¡peÀ \¼À 75/76

hnjbw: **sNdpInS hyhkmb bqWnäpIÄ DX]mZn¸n¡p¶ DX]¶§fpsS hn]W\w sam¯ hym]mc D]t`mIXr k l IcW kwL§Ä apJm´ncw \S¯p¶Xns\ kw_Ôn¨pff \nÀt±i§Äþ**

kqN\: **16þ10þ1976 Â]n.2þ94722/76 mw \¼dmbn hyhkmb hnIk\ I½oj WdpS I¯v.**

Cu kwkYm\¯v cPnkäÀ sNbX {]hÀ¯n¨p hcp¶ sNdpInS hyhkmb bqWnäpIfpsS t{]mXkml\mÀXYw AhbpsS DX]¶§Ä D]t`mIXr k l IcW kwL§Ä aptJ\ hn]W\w \S¯p¶Xn\pff kPPoIcW§Ä B hnj¡¡cn¡ Wsa¶ 12þ10þ1976 se Pn.H.(]n) 12/76/F k.]n.Un.F ¶ Kh¬saâv ഉത്തരവ് അനുശാസിക്കുന്നുണ്ട്.

I®qÀ PnÃbnÂ cPnkäÀ sNbXp {]hÀ¯n¨p hcp¶ satÊgkv kn´änIv UnäÀPâv I¼\nbpsS AaÂ, \nÀ½Â, UoÂ F¶o t{SUv amÀ¡nepff hmjnwKv tI¡pw hmjnwKv]uUdpw k l IcW kwL§Ä \S¯p¶ hym]mc kYm]\§Ä apJm´ncw hn]W\w \S¯p¶Xn\pff H¯miIÄ sNbXp sImSp¡Wsa¶v hyhkmb hnIk\ I½oj WÀ അഭ്യർത്ഥിച്ചിട്ടുണ്ട്. ആയതുകൊണ്ട് മേൽ പറഞ്ഞ ഉത്പന്നങ്ങൾ കൺസ്യൂമർ s^Utdj\pw sam¯ hym]mc k l IcW kwL§fpw k l IcW taJebnepff CXc hym]c kYm]\§fpw hgn hnXcWw sN¿p¶Xn\pff നടപടികൾ സ്വീകരിക്കേണ്ടതാണ്.

Sn. F³. PbN{µ³
k l IcWkwLw cPnk{SmÀ

k l IcW kÀ¡peÀ kaml mcw

No.CS(2)40679/77/D.Dis. Office of the Registrar of CooperativeSocieties
Trivandrum, 10th September 1977

CIRCULAR No. 48/77

Sub: **Civil Supplies-A.R.Ds. and A.W.Ds.run by Co-operative Societies-Actions against the licensees-Instructions issued.**

Ref: **Circular No. 28/77 of the Director of Civil Supplies, Trivandrum.**

It is very much distressing to note that the functioning of ration depots by the Co-operatives has invited severe strictures from the Civil Supplies Department. In the Circular referred to the Director of Civil Supplies has observed that about 25% of the A.R.Ds in the State are run by the Co-operatives, which are functioning both as A.W.Ds and A.R.Ds. also. In cases of detection of serious irregularities including misappropriation of rationed articles, the present practice followed by the Civil Supplies Department is to impose punishment or to cancel the authorisation. The explanations offered in such cases invariably show that the entire blame is cast upon the Salesman/Manager of the Depot. The usual practice adopted by the concerned bank/societies is to realise the amount from the delinquent employees and some times substitute the Salesman by another. Albeit the misappropriation and other irregularities continue unabated, is a disappointing phenomena.

In the Kerala Co-operative Societies Act, 1969 there is provision to prosecute a member or any officer of the society who commits misappropriation or unauthorisedly or illegally keeps money belonging to the society. Therefore, it is necessary that serious cases of misappropriation of rationed articles or other irregularities which causes avoidable run to the society should be brought to the notice of the Co-operative Department for taking steps for the prosecution of the delinquents. But the prosecution steps should be initiated only after finalising proceedings under the provisions contemplated in the Kerala Rationing order.

Under the circumstances, all the Co-operative Societies/Banks running A.R.Ds. and A.W.Ds. are hereby requested to be more vigilant and to show maximum assiduity in the proper running of A.R.Ds.and A.W.Ds., so that the fair names of the Co-operatives are not tarnished in future. In case any misappropriation and such other irregularities occur in the societies, Criminal Prosecution proceedings will be initiated against the delinquent employees and other office bearers.

K. Kesavan Nair
Additional Secretary of Co-operative Societies

hmbt]Xc{]hÀ¯\§Ä

No.MPG-37058/83. Office of the Registrar of Co-operative Societies, Trivandrum, 23-6-83

CIRCULAR No. 27/83

Sub: **Procurement and marketing of Rubber and Rubber Products-Private parties to be completely eliminated-Instructions issued.**

Ref: **i. Circular No. MP (i) 47992/78 dt. 7-7-79.**

ii. Circular No. 8/80, MP (i) 9300/80 dt. 18-2-80

Instructions have been issued, vide references cited, that primaries shall purchase rubber only from members and also sell the same to the Rubber Marketing Federation only. But it has come to the notice of the Registrar of Cooperative Societies that some of the Primary Societies and the Federation also, at times purchase rubber from private traders. This cannot be allowed, in the best interests of the growers as well as the societies themselves. The Rubber Board has also strong objections to this unhealthy practice. To maintain a cordial and good relation between the primaries and apex federation and to uphold the interests of the grower members the following instructions are issued for strict compliance.

(1). The primary rubber marketing societies shall purchase rubber only from registered rubber grower members. The federation shall purchase rubber and allied products, from member societies only.

(2) The primaries, shall sell their stock of rubber so procured, to the Rubber Marketing Federation. On no account, shall they sell their rubber stock to any other party without the concurrence of the federation.

(3) All purchases shall be made only after proper grading by the primaries or the federation, as the case may be.

(4) To ease the marketing plan of the federation the primaries shall enter into definite agreement with the Apex Federation, indicating the exact quantity of products (grade wise) that they can supply during the next one year. Based on this, the federation shall prepare definite market plan for the next one or two years and find necessary end-market for their stock.

(5) Federation shall purchase all stocks from primaries, properly graded and keep a buffer stock if necessary, or sell the same to the consuming industry direct.

(6) Purchases by primaries and Federation shall be made at prices, fixed on definite norms, accepted by both. Payments shall also be made either in cash or by Demand Draft. Prices may be fixed for definite period of time, and for definite regions.

(7) Arrangements for Transportation from Primary societies to godowns of Federations, shall also be made sufficiently early, on terms mutually acceptable to both, that is, either it shall be done by the federation itself, or by the primary societies the cost being met by the Federation at prefixed/agreed rates.

(8) Federation shall also render all other services to member societies dissemination of market intelligence, supply of inputs etc. properly and in time.

These instructions, shall be observed strictly by all the institutions concerned and any violation of these instructions will be seriously dealt with under the provisions of the Kerala Cooperative Societies Act besides withdrawing financial assistances already given and black listing the institutions. Such societies will not, thereafter be selected for inclusion under any plan schemes.

K. M. Balakrishnan
Registrar of Cooperative Societies

No.CS(2)-44854/84 Office of the Registrar of Co-operative Societies.
Trivandrum, 5-9-1984

CIRCULAR No. 41/84

Sub: **Wholesale Stores-Accumulation of dead stock due to wrong purchase policies-Preventive measures-Fixing of responsibility on purchasing officers-Instructions issued.**

It is noticed that huge dead stocks have often accumulated in the District Wholesale Stores and other Co-operative Consumer Stores in spite of repeated instructions given for effecting judicious purchases of goods and only items which are fast moving. A good part of the Stock on hand of most of the Consumer Stores is constituted by dead stock or very slow moving items, resulting in unnecessary blocking up of capital and consequent loss. The Government of India while sanctioning the rehabilitation assistance to 9 District Wholesale Stores have insisted on fixing responsibility and accountability of the officers and others who are in charge of the concerned stores.

hmbt]Xc{]hÀ¯ \§Ä

2. Accumulation of dead stock (old, obsolete and damaged stock) is found to be mainly due to defective inventory control and wrong purchase policy adopted by those in charge of purchases. The instructions given by the C & P Cell of the National Coop: Consumers Federation are not being followed strictly. Therefore it has become necessary to fix up the responsibility and accountability of the officers responsible for the purchases. The estimates committee of the Kerala Legislature has also made a recommendation to this effect.

3. All the District Wholesale Stores will strictly follow the pilot based economic purchase policy laid down in the 'Manual on Economic purchase Supply and Inventory Management for Consumer Co-operatives' by the C & P Cell of the National Co-operative consumers Federation. Only those items which are popular and in actual demand in the area shall be purchased and the purchases shall be limited to the minimum quantity which can be disposed of within a very short period. The Purchase Officer/Purchase Committee/Officer on Office bearers who make the purchases shall be personally held responsible for making good the loss, if any, sustained by any store due to the adoption of wrong purchase policies resulting in accumulation of dead stock. Any such dead/obsolete stock in hand in any society for more than 6 months shall be disposed of through reduction sales or in open auction and the loss sustained shall necessarily be recovered from the person/s actually responsible for the improper purchase.

4. The above instructions will be applicable to all Co-operative Societies who are dealing in goods and will come into effect forthwith.

M. Vijayanunni
Registrar of Co-operative Societies

\¼À Pn.3064/86

klIcW kwLwcPnk{Smdm^okv,
Xncph\´]pcw, 23þ1þ1986

kÀ¡peÀ \¼À 3/86

hnjbw: **തൊണ്ടു വിൽപന –കയർ സംഘങ്ങൾക്കും കയർ കോർപറേഷനും തൊണ്ടു വിൽക്കുന്നതു സംബന്ധിച്ച്.**

kqN\: **Cu B^okmse 1þ8þ1974 se 40/74 mw \¼À kÀ¡peÀ**

kqN\bnÂ ImWn¨ncn¡p¶ kÀ¡pednÂ kwkYm\¯pff \mfntIc kwk¡cWþhn]W\ kwL§fpw kÀhok kllcW kwL§fpw അവയുടെ കസ്റ്റഡിയിൽ വന്നു ചേരുന്ന നാളികേരവും തൊണ്ടും എപ്രകാരം

k l IcW kÀ¡peÀ kaml mcw

hnÂ ¡ Wsa¶ \nÀt± i w \ Â I nbncpന്നു., ഇതനുസരിച്ച് ടി സംഘങ്ങൾ തൊണ്ടും \mfnt I chpw hn] W\w sN¿p¶ XnÂ Xmsg]d ª ncn ¡ p¶ \S]Sn{I a§Ä കർശനമായി പാലിച്ചിരിക്കേണ്ടതാണെന്ന് നിർദ്ദേശിച്ചിരുന്നു.

1. \mfnt I c kwk ¡ cW þ hn] W\ kwL § fpw kÀhok kwL § fpw വ്യക്തികൾക്കോ സ്വകാര്യ വ്യാപാരികൾക്കോ നാളികേരം തൊണ്ടോടുകൂടി hn] W\w sN¿m³]mSpf f XÃ.

2. തൊണ്ടോടു കൂടിയാണ് ടി സംഘങ്ങൾ നാളികേരം വിപണനം sN¿p¶ sX¦nÂ B bX ASp¯ pf f hn] W\ kwL § Ä ¡ p am{Xta hnÂ ¡ m³]mSpf fq.

3. \mfnt I c kwk IcW hn] W\ kwL § fpw kÀhok k l IcW സംഘങ്ങളും അവ നാളികേരം പൊതിച്ച് തൊണ്ടില്ലാതെയാണ് വിൽക്കുന്നതെങ്കിൽ, അപ്രകാരം ലഭിക്കുന്ന തൊണ്ട് നിയന്ത്രിത വിലക്ക് ASp¯ pf f I bÀ k l IcW kwL ¯ nt\m I bÀ t I mÀ¸ td j t\m am{Xta hnÂ ¡ m³]mSpf fq.

F ¶ mÂ taÂ {] k Xmhn¨ ncn ¡ p¶ \nÀt± i § Ä \mfnt I c kwk ¡ cW hn] W\ kwL § fpw kÀhok k l IcW kwL § fpw IÀi \ambn]men¨ p hcp¶ nsÃ¶ {i ² bnÂ s] «ncn ¡ p¶ p.

1985 ൽ മൊത്തം 36 കോടി തൊണ്ട് ശേഖരിക്കാൻ ലക്ഷ്യമിട്ട സ്ഥാനത്ത് 23 കോടിയോളം തൊണ്ട് മാത്രമേ ശേഖരിക്കാൻ കഴിഞ്ഞുള്ളൂ. 1986 വർഷത്തിൽ 40 കോടി തൊണ്ട് ശേഖരിക്കാനാണ് സർക്കാരിന്റെ ലക്ഷ്യം. കയർ സഹകരണ kwL § fpsS \ne \nÂ ¸pw XZzmcm I bÀ sXmgnemfn I fmb kwLmwK § Ä ¡ \ymbamb I qen Dd ¸p hcp¯ phm\pw sXmgnÂ sN¿phm³ B h i yamb തൊണ്ടിന്റെ ലഭ്യതയെ ആശ്രയിച്ചിരിക്കുന്നു. സഹകരണ പ്രസ്ഥാനത്തിന്റെ നിലനിൽപ്പിന് സഹകരണ സംഘങ്ങൾ തമ്മിൽ സഹകരിച്ച് പ്രവർത്തിക്കേണ്ടതാണ്.

taÂ {] k Xmhn¨ ncn ¡ p¶ km I Ncy¯ nÂ Cu kwk Ym\s¯ \mfnt I c kwk ¡ cW hn] W\ kwL § fpw, kÀhok k l IcW kwL § fpw ^mÀtag k kÀhok kwL § fpw, CXpambn _ Ôs¸« aäp kwL § fpw, kqN\ bnÂ I mWn¨ ncn ¡ p¶ kÀ ¡ pednse \nÀt± i § Ä B XamÀXYambn നടപ്പിലാക്കണമെന്നും, കയർ സഹകരണ സംഘങ്ങളുടെ അഭിവൃദ്ധിക്കു വേണ്ടി B h i yamb FÃm k l mb k l IcW § fpw sN¿Wsa¶ pw XmÂ ¸ cys¸ Sp¶ p.

FÃm PnÃm tPmbnâ cPn k {SmÀamcpw C ¡ mcyw FÃm kwL § fptSbpw ശ്രദ്ധയിൽ കൊണ്ടു വന്ന് പ്രാവർത്തികമാക്കാൻ നടപടി സ്വീകരിക്കേണ്ടതാണ്. എല്ലാ ജോയിന്റ് രജിസ്ട്രാർമാരും അസിസ്റ്റന്റ് രജിസ്ട്രാർമാരും ഇക്കൊല്ലത്തെ തൊണ്ടു t i JcW I me b f hnÂ Hmtcm kwL ¯ nt â bpw C ¡ mcy¯ nepf f {] hÀ ¯ \w

hmbt]Xc{]hÀ¯\§Ä

amkwtXmdpw]p\chtemI\wsNbX Bhiyamb \nÀt±iw kwL§Ä¡ അതാത് സമയങ്ങളിൽ നൽകേണ്ടതും ഒരു റിപ്പോർട്ട് ജോയിന്റ് രജിസ്ട്രാർമാർ മാസം തോറും ഈ ആഫീസിലേക്ക് അയച്ചു തരേണ്ടതുമാണ്.

ഈ സർക്കുലർ കൈപ്പറ്റിയ വിവരം മടക്കത്തപാലിൽ അറിയിക്കേണ്ടതാണ്.

sI. hn. IcnIrjW³ \mbÀ
kIIcWkwLw cPnk{SmÀ

\¼À kn.]n.(1)27654/86/sI.Unk. kIIcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 4þ6þ1986

kÀ¡peÀ \¼À 20/86

hnjbw: **ImÀjnI kIIcW kwL§Äþs\Âhn¯ kw`cWhpw hnXcWhpw kw_Ôn¨ \nÀt±i§Ä**

kqN\: 1. **Kh¬saâ nsâ 14þ5þ86 se 6865/kn.kn.2/86/kI: \¼À I¯.**

2. **Irjnh Ip¸ Ubd IÎdpsS 27þ5sþ86se än.F.(3) 26807/86 \¼À AÀ² HutZymKnI I¯**

1985þ86 se]p© Irjn kokWnÂ Ip«\m«nse IÀjIÀ¡ cma¦cn kÀhokIIcW kwLwän.sI.Fw.9 F¶ s\Âhn¯ hnXcWwsNbXXmbn{i²bnÂ s]«ncn¡p¶p. {] kXpX hn¯ hnX¨ kYe§ fnÂ Ipehm«wh¶ Irjn\in¨p. Cu hn¯ tIcf¯nÂ Hcp{]tZi¯pw IrjnbndÐ¡m³ Irjnh Ip¸ ip]mÀi sNbXn«nÃm¯Xpw Ip«\mS³ {]IrXn¡ A\ptbmPyaÃm¯XpamW. Ip«\mS³ {]IrXn¡]äm¯ taÂ]dª Xcw hn¯ D]tbmKn¨Xn\memW {]kXpX tcmKw s\ÂIrjn¡ kw`hn¨n«pffsX¶ Irjnh Ip¸ UbdISÀ Adnbn¨ncn¡p¶p. Ipehm«w _m[n¨ Irjn \miw kw`hn¨ Irjn¡mÀ \jS]cnIImc¯n\mbn ഡിപ്പാർട്ടുമെന്റിനെ സമീപിച്ചിട്ടുണ്ടെങ്കിലും പ്രകൃതി ക്ഷോ`ം കൊണ്ട് വിളനാശം ഉണ്ടായതല്ലാത്തതിനാൽ അവർക്ക് നഷ്ടപരിഹാരത്തിന് അർഹതയില്ല.

Cu kmINcy¯nÂ Irjnh Ip¸ ip]mÀi sN¿m¯ bmsXmcp s\Âhn¯pIfpw kIIcW kwL§Ä kw`cn¨ IÀjIÀ¡ hnXcWw sN¿cpsX¶ IÀi\ambn \nÀt±in¡p¶p. Cu \nÀt±i§Ä¡p hncp²ambn പ്രവർത്തിക്കുക കാരണം കർഷകർക്ക് എന്തെങ്കിലും നഷ്ടം ഉണ്ടാകുന്ന പക്ഷം B \jS¯n\ _Ôs¸« kwLw`mchmInIÄ hyIXn]cambn D¯chmZnXzw വഹിക്കേണ്ടി വരുമെന്നും അറിയിക്കുന്നു. ഈ സർക്കുലറിലെ നിർദ്ദേശങ്ങൾ എല്ലാ ImÀjnI kIIcW kwL§fptSbpw {i²bnÂ tPmbnâ cPnk{SmÀamÀ ഉടനെ കൊണ്ടുവരേണ്ടതാണ്.

sI. hn. IcnIrjW³ \mbÀ
kIIcWkwLw cPnk{SmÀ

k l IcW kÀ¡peÀ kaml mcw

\¼À kn.F k.(2)2770/87   k l IcW kwLw cPnk{Smdm^ok, Xncph\´]pcw, 21þ1þ1987

kÀ¡peÀ \¼À 3/87

hnjbw: **D]t`mIXr k l IcW kwL §Äþ kzbwtkh\ hn`mK§Ä (sk Â^ kÀhok knkäw) cq]oIcn¡p¶X kw_Ôn¨**

NnÃd hnÂ¸ന രംഗത്ത് നാം ഇതുവരെ അനുവർത്തിച്ചു വന്നിട്ടുള്ളത് കൗണ്ടർ apt J \bpff hnÂ¸\bmWtÃm. AXn\ Hcp amäw hcp¯p¶Xnte¡mbn NnÃd hnÂ¸\ cwK¯]cnj IrX cmPy§ fnÂ cq] IÂ] \ sNbX \S¸m¡nb kzbw tkh\ hn`mK§Ä (skÂ^ kÀhok knkäw) h³ hnPbamsW¶ CXn\ Iw തെളിയിക്കപ്പെട്ടിട്ടുണ്ട്. ചില്ലറ വിൽപ്പന നടത്തുന്നതിനുള്ള ഈ നവീന സമ്പ്രദായം sXt¡ C´ybnse ]e kwkYm\§fnte bpw k l IcW ktämdpIÄ ]co£n¡pIbpw AX em`Ichpw hnPb{]ZhpamsW¶ ImWpIbpw ചെയതിട്ടുണ്ട്. സമീപ കാലത്ത് നമ്മുടെ സംസ്ഥാനത്തിലെ ചില ജില്ലാ മൊത്ത hym]mc ktämdpIfpw, kwkYm\ D]t`mIXr s^Utdj\pw kzbw tkh\ hn`mKw XpS§pIbpw, hfsc Npcp§nb Imebfhn\pffnÂ Cu NnÃd hnÂ]\ coXn IqSpXÂ B IÀj Ihpw hnPb{]ZhpamsW¶ sXfnbn¡pIbpw ചെയ്തിട്ടുണ്ട്. ചില്ലറ വിൽപ്പനയുടെ ഈ നവീന സമ്പ്രദായം നടപ്പിലാക്കുന്നതു മൂലം താഴെ പറയുന്ന പ്രയോജനം ഉടനടി സിദ്ധിക്കുമെന്ന് കണ്ടിരിക്കുന്നു.

1. **D]t`mIXmhn\ e`n¡p¶ {]tbmP\§Ä**

(A) km[\§Ä ASp¯p ImWp¶Xn\pw]cntim[n¡p¶Xn\papff kzX{´amb Ahkcw.

(B) Cj Sm\pkcWw km[\§Ä kzX{´ambn sXcs ª Sp¡p¶Xn\pw kpKaambn hm§n Xncn¨pt]mIp¶Xn\papff Ahkcw.

(C)]mb¡ sNbX km[\§Ä am{Xw IqSpXembn ssI Imcyw sN¿p¶Xn\mbn \ÃXpw \nehmcw Dff Xpamb km[\§fpw icnbmb hnebpw Dd¸p hcp¯p¶Xn\ km[n¡p¶p.

(Cu) IqSpXÂ sshhn²yapff km[\§Ä DffXn\mÂ Bhiym\pkcWw X\n¡ BhiyapffXp am{Xw Xncs ª Sp¡p¶Xn\ k Imbn¡p¶p.

(D) ktämdpIÄ¡ A\ma¯ sNehpIÄ IpdhmbXn\mÂ km[\§Ä¡ XmcXtay\ hne¡pdh.

2. **ktämdn\ e`n¡p¶ {]tbmP\§Ä**

(A) Ipd ª hnÂ¸\ sNeh.

(B) IqSpXÂ D]t`mIXm¡sf Xr]Xns¸Sp¯p¶Xn\pff Ahkcw.

(C) IqSpXÂ km[\§fpw hnÂ¸\ kYe¯pXs¶ {]ZÀin¸n¨ncn¡p¶Xn\mÂ tKmUu¬ kYew Ipd¨ aXnbmIp¶XmW.

hmbt]Xc{]hÀ¯\§Ä

(Cu) km[\§Ä icnbmbn{]ZÀin¸n¡p¶Xn\mÂ tjm¸nwK A\µIcambn XoÀ¡p¶Xn\pw A§s\ D]t`mIXm¡sf IqSpXembn BIÀjn¡p¶Xn\pw hnÂ¸\ X³aqew hÀ²n¸n¡p¶Xn\pw CSbm¡p¶p.

(D) hnÂ¸\bpsS hÀ²\h aqew]gIn bXpw No¯ bmbXpamb km[\§Ä ഉണ്ടാകാതിരിക്കാനും സാധനങ്ങൾ കെട്ടിക്കിടക്കാതിരിക്കാനും ഉള്ള സൗകര്യം In«p¶p.

(ഊ) സ്റ്റോക്കിൽ കുറവ് പരമാവധി ഉണ്ടാകാതിരിക്കുന്നതിനുള്ള സാധ്യത.

3. **സ്റ്റോർ ജീവനക്കാർക്ക് ഉണ്ടാകാവുന്ന പ്രയോജനം**

(A) ഉപഭോക്താക്കളുമായി വളരെ കുറക്കു മാത്രം ഇടപെടേണ്ടി വരുന്നതിനാൽ D]t`mIXm¡ fpsS]cmXn Ipdbp¶p.

(B) _nÃpIÄ FgpXp¶Xn\ e`n¡p¶ Ce It{SmWnI kwhn[m\w aqew tPmen¡pdh.

(C) ktäm¡pw]Whpw\nb{´Whnt[bam¡p¶Xn\ e`n¡p¶ IqSpXÂ kuIcyw.

(Cu) {]hÀ¯nsbSp¡p¶Xn\ IqSpXÂ kpJ{]Zhpw IqSpXÂ kuIcy{]Zhpw Bb Ahkcw.

kzbw tkh\ hn`mKw XpS§p¶ ktämdpIÄ¡ Bhiyamb FÃmhn[ hnZKt²m]tZi§fpw \nÀt±i§fpw \ÂIp¶Xn\pw kzbw tkh\ hn`mKw cq]oIcn¡p¶Xn\pw taÂt\m«whIn¡p¶Xn\pw tZiob kIIcW D]t`mIXr s^Utdjsâ Hcp hn`mKamb I¬kÄ«³ kn Bâ {]tamj³ skÂ X¿mdmW. {]kXpX skÃnsâ taÂt\m«¯nÂ Ipäaä coXnbnÂ kzbw tkh\ hn`mKw cq]oIcn¡p¶XmW. kzbw tkh\ hn`mK¯nsâ t{]mPIä dnt¸mÀ« X¿mdm¡p¶Xp apXÂ cq]oIcWw hscbpff FÃm Imcy§fnepw D]tZihpw \nÀt±ihpw t\XrXzhpw kn.Bâ.]n.skÃnÂ \n¶pw e`n¡p¶XmW.

ഈ അവസരം പരമാവധി ഉപയോഗപ്പെടുത്തിക്കൊണ്ടും സ്വയം സേവന hn`mK¯nsâ {]m[m\yw a\Ênem¡n A\ptbmPyamb kYe¯ C¯cw kzbw tkh\ hn`mK§Ä XpS§p¶Xn\ FÃm PnÃm sam¯ hym]mc ktämdpIfpw CXc {]mYanI D]t`mIXr kwL§fpw D]t`mIXr hn`mKw \S¯p¶ aä kwL§fpw apt¶m«p hcWsa¶ A`yÀXYn¡p¶p

{]mYanI kIIcW ktämdpIfpw D]t`mIXr hn`mKw \S¯p¶ CXc kwL§fpw kzbw tkh\ hn`mKw cq]oIcn¡p¶Xn\mbn FÃm tPmbnâ രജിസ്ട്രാർമാരും അവയെ പ്രചരിപ്പിക്കേണ്ടതും അതിനുള്ള സഹായ സഹകരണങ്ങൾ നൽകേണ്ടതുമാണ്.

sI. sP. tXmak
kIIcWkwLw cPn k{SmdpsS NmÀP hIn¡p¶
AUoj WÂ cPnk{SmÀ (I¬k}aÀ)

k I IcW kÀ¡peÀ kamIm cw

\¼À k n. F k .45164/86 k I IcW kwLw cPnk{Smdm^okv, Xncph\´]pcw, 24þ4þ1987

kÀ¡peÀ \¼À 7/87

മാനേജ്മെന്റ് അക്കൗണ്ടിംഗ് സിസ്റ്റം എന്ന പേരിൽ ആവിഷ്ക്കരി ¡s¸«n«pffXpw CXn\ Iw \S¸nem¡n XpS§nbXpw {]tXyI {i² B IÀjn¡s¸«n«pffXpamb IWs¡gp¯ k{¼Zmbw icnbmb Xc¯nepw imk{Xobambn hniZ hnhc§Ä AS§p¶ Xc¯nepambncn¡psa¶ CXn\ Iw പല അവസരങ്ങളിലും സറ്റോറുകളുടെ മാനേജ്മെന്റിന്റെ ശ്രദ്ധയിൽ കൊണ്ടു h¶n«pffXmsW¦nepw CXnsâ e£y{]m]Xn Ct¸mgpw aXnbmb coXnbneÃ F¶mW]T\§Ä hyIXam¡p¶X. hn\ntbmKn¡s¸«pff [\hpw AXnsâ aqeyhpw IW¡]pkXI§fnÂ icnbmb Xc¯nÂ {]Xn^en¸n¨ apXÂ apS¡p¶Xnepff \nb{´Ww imk{Xobambn B hnj¡cn¡pI, kYm]\¯nÂ apS¡p¶ apXentâ bpw AXnsâ aqeyt¯bpw]änbpw apXÂ apS¡nbncn¡p¶hÀ¡pw kYm]\§Ä¡pw aäpw _Ôs¸« hyIXnIÄ¡pw apXensâ kpc£nXXzs¯ ¸än `cW`mchmIn IÄ¡ icnbmb Ahkc§fnÂ icnbmb Xc¯nÂ Xocpam\§Ä FSp¡p¶Xn\ IW¡pIÄ B[mcam¡n വേണ്ടുന്ന വിവരങ്ങൾ നൽകുക തുടങ്ങി ഈ സമ്പ്രദായത്തിന്റെ പല ലക്ഷ്യ പ്രാപ്തികളും Ct¸mfpw t\Snbn«nsÃ¶ F³. kn. kn. F^.þsâ kn. Bâ]n.skÂ hn`mKw Cu ASp¯ Ime¯ hnhn[kätmdpIfnÂ \S¯nb]T\wshfns¸Sp¯p¶p.

2. മാനേജ്മെന്റ് അക്കൗണ്ടിംഗ് സിസ്റ്റത്തിലെ സുപ്രധാന ഘടകങ്ങളായ ഫ്ളാഗ് അപ്പ് അക്കൗണ്ട്സ് അടങ്ങുന്ന മാനേജ്മെന്റ് അക്കൗണ്ടിംഗ് ബജറ്റ്, ബജറ്ററി I¬t{SmÄ amt\Psaâ C³ ^Àtaj³ F¶nh Ah¡ Dt±in¡s¸«n«pff {]m[m\yw \Â In¡mWp¶nÃ F¶ taÂ]d ª]T\ dnt¸mÀ« hyIXam¡p¶p.

3. അക്കൗണ്ട് പുസ്തകങ്ങളും ഫാറങ്ങളും ഇതര രജിസ്റ്ററുകളും വേണ്ടത്ര മാത്രം സറ്റോക്ക് ചെയ്യണമെന്ന നിർദ്ദേശം ഉണ്ടായിരുന്നുവെങ്കിലും ചില സ്റ്റോറുകളിൽ അവ hfsc IpdhpwAsÃ¦nÂ Bhiy¯nepwhfsc IqSpXepw kätm¡ CuC\¯nÂ സൂക്ഷിച്ചിട്ടുണ്ടെന്ന് ചൂണ്ടിക്കാണിക്കപ്പെട്ടിട്ടുണ്ട്. ഇത് ആശാസ്യമായ പ്രവണതയല്ല. BbXn\mÂ FÃm kätmdpIfpw13 amkt¯ ¡ Bhiyamb cPnkädpIfptSbpw t^md§fptSbpw kätm¡ am{Xta kq£n¡mhq F¶ Adnbn¡p¶p.

4. Fw.F.F k. se Hcp{] [m\ C\amb AUan\nkt{Säoh _UPänwKnse hyhkYIÄ]men¡s¸SWsa¦nÂ Hmtcm Poh\¡mct\bpw kYm]\¯nse വ്യത്യസ്ത ജോലികളുമായി പരിചയപ്പെടുത്തിയിരിയ്ക്കണം എന്ന് നിഷ്ക്കർഷിച്ചിട്ടുണ്ട്. ഇതിന് ശാസ്ത്രീയമായി റോട്ടേഷൻ ഓഫ് ഡ്യൂട്ടി തയ്യാറാക്കപ്പെട്ടിരിക്കേണ്ടതാണ്. ഓരോ Poh\¡mctâbpw tPmen \nPs¸Sp¯pt¼mÄ hyXykX IW¡pIÄ X½nepff ഇന്റേണൽ ചെക്കിംഗിനുള്ള വ്യവസ്ഥയും ഉറപ്പു വരുത്തിയി രിക്കേണ്ടതാണ്. കൂടാതെ

hmbt]Xc{]hÀ¯\§Ä

Cu hnhc§Ä hyIXamb Imebfhn Ahtem I\§Ä icnbmb Xc¯nÂ നടത്തുന്നില്ലെന്ന് പഠന റിപ്പോർട്ടിൽ ചൂണ്ടിക്കാണിച്ചിരിക്കുന്നു. ഈ ന്യൂനത ഇനിയും XpScm³ A\phZn¡m³]mSnÃm¯XmW.

5. asämcp{][m\ C\amb Iymj _UPänwKnse hyhkYIÄ]men¨ നീക്കിയിരിപ്പ് തുക ശാസ്ത്രീയമായി സൂക്ഷിക്കുന്നതിൽ വേണ്ടത്ര നിഷ്ക്കർഷത പല ktämdpIfnepw CsÃ¶pw]T\ dnt¸mÀ«shfns¸Sp¯p¶p.]T\ dnt¸mÀ«nse നിർദ്ദേശങ്ങൾ അംഗീകരിക്കാവുന്നതാണെന്ന് കണ്ടതിനാൽ നീക്കിയിരിപ്പ് തുകയെ സം _Ôn¨ Xmsg]dbp¶ \n_Ô\IÄ]men¡phm³ \nj¡Àj പുലർത്തേണ്ടതാണ്. നീക്കിയിരിപ്പ് തുക എല്ലാ ദിവസവും പരിശോധന വിധേയമാക്കേണ്ടതാണ്. ക്യാഷ് ചെസ്റ്റും ക്യാഷC³ {Sm³ knä F¶nhbpwC³ jzÀ ചെയ്തിരിക്കേണ്ടതാണ്. നീക്കിയിരിപ്പ് തുക അക്കത്തിലും അക്ഷരത്തിലും എഴുതേണ്ടതാണ്. പഠന റിപ്പോർട്ടിൽ ചൂണ്ടിക്കാണിച്ചിരിക്കുന്ന മറ്റൊരു ന്യൂനതയായ ക്രോസ് ചെക്കിംഗിന്റെ അഭാവം പരിഹരിക്കപ്പെടേണ്ടതാണ്.

7. Fw. F. എസ് ലെ ഏറ്റവും ശ്രദ്ധിക്കപ്പേടേണ്ട ഘടകങ്ങളിൽ ഒന്നായ ബഡ്ജറ്റിംഗ്, _Pädn I¬t{SmÄ F¶nh Ah AÀln¡p¶ {]m[m\yw \ÂIn \S¸nÂ വരുത്തേണ്ടതാണ്. സെയിൽസ് ബഡ്ജറ്റ്, പർച്ചേയ്സ് ബഡ്ജറ്റ് അഡ്മിനിസ്ട്രേറ്റീവ് _UPä, Iymj _UPä F¶nh bYm Ahkc§fnÂ X¿mdm¡n hch sNeh C\§Ä ktäm¡ kq£n¸apXembhbpw hyIXambpw]e ktämdpIfnepw CÃ F¶]T\ dnt¸mÀ«nÂ ImWp¶p. icnbmbXc¯nepff _UPäamkm´y§fnÂ Ahtem I\ hnt[bam¡p¶ Xc¯nepff _UPädn I¬t{SmÄ CÃmsXbpff kYnXn H«pw Xs¶ BimkyaÃ. AX A\phZ\obhpaÃ. Hmtcm hÀjt¯bpw sam¯amb _UPä X¿mdm¡n 12 amkt¯ ¡mbn hoXn¡p¶ k{¼Zmbw H«pw Xs¶ imk{XobambXÃ. _UPä Hmtcmamkt¯ ¡pwX¿mdm¡nbXn\pti jw ഏകീകരിക്കുക എന്ന പഠന റിപ്പോർട്ടിലെ നിർദ്ദേശം നടപ്പിലാക്കേണ്ടതാണ്.

8. Fw.Fk.Fk. Bhnj¡cn¡pI F¶ \S]SnbpsS `mKsa¶ \nebnÂ നിർദ്ദിഷ്ട തരത്തിൽ അക്കൗണ്ട് പുസ്തകങ്ങളും രജിസ്റ്ററുകളും മറ്റും സൂക്ഷിക്കണമെന്ന് നിഷ്ക്കർഷിച്ചിട്ടുണ്ടെങ്കിലും പല സറ്റോറുകളും ഇതിനു hyXyk Xambn Dff Xc¯nemW Xmsg]dbp¶ cPnkädpIÄ kq£n¨ncníp¶sX¶ a\Êne¡p¶p. P\dÂ eUPÀ, \mÄ hgn, k_ knUnbdn tU _p¡, t]gkWÂ eUPÀ, C³thU ktäm¡ cPnkäÀ, ktäm¡ eb_nenän കൺട്രോൾ അക്കൗണ്ട്സ്, ട്രേഡ് ചാർജ് രജിസ്റ്റർ, എക്സ്പെൻഡിച്ചർ സബ്സീഡിയറി ഡേ ബുക്ക്, പഠനറിപ്പോർട്ടിൽ ചൂണ്ടി കാണിച്ചിരിക്കുന്നത് പ്രത്യേകം കണക്കിലെടുത്ത് അവ നിർദ്ദിഷ്ട തരത്തിൽ സൂക്ഷിക്കാൻ വേണ്ട നിഷ്ക്കർഷത പുലർത്തേണ്ടതാണ്.

9. ട്രയൽ ബാലൻസ് മാനേജ്മെന്റിനു വേണ്ട മറ്റു പ്രധാനപ്പെട്ട വിവരങ്ങൾ F¶nh X¿mdm¡n bYm kab¯ kaÀ¸n¡p¶XnÂ hogN¡mcmb സ്റ്റോറുകൾ ഈ ന്യൂനത പരിഹരിക്കുന്നതിന് ഉറപ്പു വരുത്തേണ്ടതാണ്.

k l IcW kÀ¡peÀ kaml mcw

10. Hmtcm ktämdntâ bpw amt\Psaâmsâ bpw Hmtcm amk¯nepw ktämdnsâ em` \jS hnhc§ tfmsSm¸w {]hÀ¯\¯nsâ {][m\ hnhc§Ä shfns¸Sp¯p¶Xnepw Hm¸tdj³ kdnt¸mÀ« X¿mdm¡p¶Xnepw an¡ സ്റ്റോറുകളും വേണ്ടത്ര പ്രാധാന്യം കൊടുക്കുന്നില്ലെന്ന് പഠന റിപ്പോർട്ടിൽ നിന്ന് a\Ênem¡p¶p. C¯c¯nepff Hm¸tdj \taenÂ Cu Hm^okn IqSpXÂ {]m[m\yw \Â In AhtemI\ hnt[bam¡m³ Dt±in¡p¶p. B bXn\mÂ FÃm ktämdpw Hmtcm amkt¯ bpw Hm¸tdj³ kdnt¸mÀ« IrXyambn Cu B ^oknÂ അയച്ചു തരേണ്ടതാണ്.

11. amt\Psaâ C³ ^Àtaj³ ktäm¡ cPn kaÀ kq£n¡p¶Xnsâ {]tbmP\wCXn\ Iw FÃm _ Ôs¸« ktämÀ`mchm In IÄ ¡pwt_m²yambXnsâ ASnkYm\¯nÂ F³.kn.kn.F^ sâ kn.B â]n.skÂ \nÀt±in¨n«pff FÃm വിവരങ്ങളും ഉൾക്കൊള്ളിച്ചുകൊണ്ട് പ്രസ്തുത രജിസ്റ്റർ എല്ലാ സ്റ്റോറുകളിലും നിർബന്ധമായും സൂക്ഷിച്ചിരിക്കേണ്ടതാണ്.

12. taÂ ImWn¨n«pff hnhc§sf {][m\ambpw Fw.F.F kpsâ aäp പ്രത്യേകതകളെ അവ അർഹിക്കുന്ന പ്രാധാന്യം നൽകിക്കൊണ്ട് ഉള്ള സ്റ്റോർ തല AhtemI\§Ä Cu B^oknÂ \n¶pwt\cn« \S¯p¶Xn\ ]cn]mSn IÄ ¡ രൂപം നൽകിയിട്ടുണ്ട്. എം.എ.എസ്. നടപ്പിലാക്കുന്നതിൽ ഓരോ സ്റ്റോറും ssIhcn¨ t\«w C¯cw AhtemI\§fnÂ hnebncp¯p¶Xnt\msSm¸w തന്നെ ഓരോ സ്റ്റോറിന്റെയും പുനരുദ്ധാരണത്തിനു വേണ്ട പരിപാടികൾക്ക് രൂപം നൽകാനും ഇത്തരം അവലോകനങ്ങളിൽ ലക്ഷ്യമിട്ടിട്ടുണ്ട്.

13. ktämdpIfpsS{]hÀ¯\w XnI¨pw A¨S¡apffXm¡nXoÀ¡p¶Xn\ ലക്ഷ്യമിട്ടുകൊണ്ട് നടത്തുന്ന മേൽ പറഞ്ഞ അവലോകനങ്ങളിൽ താഴെ പറയുന്ന C\§Ä¡pwXpey{]m[m\yw \ÂIp¶XmW. hym]mc¯nsâ KXn ktäm¡ t{SUnsâ kz`mhw hne \nehmc¯nepff s]mcp¯s¸SÂ, em` \nc¡ Ch Hmtcm¶pw _UPäpambn X«n¨p t\m¡pt¼mgpff \nehmcw, \o¡nbncn¸ XpI kq£n¡p¶Xnsâ tXmX apXembh Hmtcm C\¯nepw ap¼ Xs¶ \niNbn¡s¸«n«pff Xmsg ImWn¨n«pff Hmcm \nc¡pIÄ \ne\nÀ¯p¶Xn\ Hmtcm ktämdpw kzoIcn¨n«pff \S]Sn {Ia§fpw AhtemI\ hnt[bam¡p¶XmW.

sam¯w em`w		(Gähpw Ipd ª X)	
F kämȠ»nj saâ sNeh	......	3.5%	(Gähpw IqSpXÂ)
]eni	......	1.5%	(Gähpw IqSpXÂ)
hmSI	......	1%	(Gähpw IqSpXÂ)
കണ്ടിജന്റ് ചെലവുകൾ	......	1%	(Gähpw IqSpXÂ)
Aä em`w	......	1%	(Gähpw Ipd ª X)

hmbt]Xc{]hÀ¯\§Ä

14. CXnte ¡mbnCu AdnhnÂ \n¶pff AhtemI\ ]cn]mSn X¿mdm¡nHmtcm k tämdnt\ bpw ap³ Iq«n AdnbnÂ¡p¶XmW. AhtemI\ dnt¸mÀ«nÂ \ÂIp¶ \nÀt±i §Ä]men¡p¶Xnepw \}\XIÄ]cnIcn¡p¶Xnepw ImWn¡p¶ \nj¡ÀjX{]tXyIambn AhtemI\ hnt[bam¡p¶Xmbncn¡pw.

sI. hn. \¼ymÀ
kIIcWkwLw cPnk{SmÀ

No.MP (2) 37195/87. Office of the Registrar of Co-operative Societies, Trivandrum, 30-7-1987

CIRCULAR No. 35/87

Sub: **Fertilizer distribution through Co-operatives-Package of practices to be followed.**

The Kerala State Co-operative Marketing Federation and the Kerala State Co-operative Rubber Marketing Federation are the principal wholesalers of chemical fertilizers and pesticides in the Co-operative sector in the State. The Primary Agricultural Credit Societies, Primary Marketing Societies, and a few scheduled caste/scheduled tribe societies run the retail outlets. After all it seems the techniques adopted by the co-operatives are not scientific. The requirements are worked out on ad-hoc basis without considering the potential for their consumption in the area. Planning, Co-ordination and monitoring are missing links. Lack of efficient Management Information System (MIS) is another problem. To overcome these, a few suggestions are given for implementation by the two Federations and the Primaries.

At Federation's Level:

1. The assessment of different kinds of fertilizers for each reason made by the primaries should be consolidated at district and state levels well in advance. Planning, monitoring and co-ordination should be done by the Federation at the State Level, for which a well-knit management-information-system should be developed.
2. Have effective co-ordination between suppliers, financing banks, agriculture and other connected departments for evaluating the fertilizer consumption in the districts organising co-ordination committees in the districts with the concerned District Agricultural Officers can also be considered.
3. Do liaison with suppliers for delivering the assessed quota on pre-fixed dates.

4. Arrangement for finance, storage, transportation etc., be made well ahead of the Rabi and Khariff seasons.
5. Insist for supply small size packs of 5 Kgs., 10 Kgs., or 25 Kgs. especially in dry farming and hilly areas.
6. Avoid excess stock holding by fixing minimum and maximum inventory determined on the basis of previous sales.
7. Deliveries should be made, at society level, wherever so possible.
8. Fix the prices in such a way as to equal to the price fixed by private traders. In the event of competition, primaries should be given maximum commission or subsidy to reduce price to the minimum.
9. Off-season rebate should be on sliding scale, linked with the time factor, i.e. more rebate for longer off-season off-take.
10. In dry land farming areas, methods of conservation of soil moisture and placement of fertilizer may be demonstrated.
11. Extension service should be developed and geared up for effective transfer of fertilizer technology of farmers.
12. Avoid maximum credit, made available by NABARD.
13. NCDC IFFCO type service centres, should be encouraged.
14. Integrate efforts in extension and transfer of technology with Development of Agriculture, Agricultural University, Manufacturing firms etc., through demonstrations, field studies, farmers 'fairs' etc.

In discharging the functions outlined above, the Federation has to develop a new approach towards fertilizer marketing technique of sales promotions would call for a multi-prolonged approach which is different from a purely commercial approach. Proper liaison would have to be developed with departments like Agriculture, Agricultural University etc., so that extension activities are given to proper employees. As a matter of fact such functions have to be looked upon as an essential part of the whole scheme of marketing fertilizers.

At Primary Societies' Level:

1. Assess requirements of different fertilizers and pesticides based on previous year's sales, well before Rabi and Khariff seasons.
2. Place orders for delivery, only with the Federation and other agencies allowed by Registrar. No purchase shall be made from other agencies.

3. Post specific employees for handling fertilizer business. If necessary, he should be given training in fertilizer handling techniques, extension and communication methods.

4. Place orders for small size packs of 5 Kgs., 10 Kgs., 25 Kgs., etc. where retail sales in small quantities are more.

5. Request for delivery at society's godowns to avoid shortage, pilferage etc.

6. Open sales depots nearest to the firms.

7. Popularise the sales in cash-and-carry basis to avoid recovery problems later.

8. Instead of the general practice now being followed, of giving a component first, try giving a component first and unless a component is lifted, no component be given.

9. Fix selling price equal to that fixed by private retailers. If possible reduce the price to a low minimum but without incurring any loss.

10. Avoid unnecessary/excess stock holding.

11. Consider giving interest relief to those who lift stock in advance.

12. Function as a Farmers' organisation than as Government department keep depots open throughout the week and even at odd hours.

13. Give special sales incentives to salesman to maximise sales.

Primary societies will have to take a more active interest and initiative in popularising use of chemical fertilizers, for which they should establish very close report with the farmers of the concerned localities. They will also have to plan their purchases as well as stocking of fertilizers in a more systematic manner.

K. V. Nambiar
Registrar of Co-operative Societies

\¼À kn.F kl.(5) 40670/94

klIcW kwLwcPnk{Smdm^okl, Xncph\´]pcw, 28þ12þ1994

kÀ¡peÀ \¼À 38/94

hnjbw: **kl¡qÄ/tImtfPl klIcW kwL§fpsS {]hÀ¯\w IqSpXÂ sa¨s¸Sp¯p¶Xl kw_Ôn¨l.**

kqN\: **Cu B^oknse 24þ9þ94 se hn.48/93 \¼À bp.Hm.t\m«l.**

k l IcW kÀ¡peÀ kaml mcw

k¡qÄ/tImtfP k l IcW kwL§fnÂ hnPne³k AknkäâcPnk{SmÀ apJm´ncw]cntim[\ \S¯nbXnÂ]e kwL§fpw Xr]XnIcambn«Ã{] hÀ¯n¡p¶sX¶{i²bnÂ s]«n«pffX.

s]mXptbmK§Ä IqSp¶Xnt\m hch sNeh IW¡pIÄ _UPä F¶nh AwKoIcn¡p¶Xnt\m an¡ hmdpw kwL§ÄH¶pwXs¶ bmsXmcp \S]Snbpw കൈക്കൊണ്ട് വരുന്നില്ല. ദിവസവും സംഘത്തിൽ നടത്തുന്ന വില്പനയുടെ വിവരമോ aäp sNehpIfpsS hnhctam A¶¶ \mÄ hgnbnÂ \S]Snan¡ kwL§fpw kzoIcn¨ ImWp¶nÃ. CXnsâ ^eambn \o¡nbncn¸]cntim[n¡m³ _Ôs¸« DtZymK kYÀ¡ IgnbmsX hcp¶p. k täm¡ cPnkädnepw hnäp hchnsâ വിവരങ്ങൾ എഴുതി കാണുന്നില്ല. സംഘത്തിന്റെ പ്രസിഡണ്ട്, ഹെഡ് മാസ്റ്റർ/ {]n³kn¸Â BsW¦nepw kwLw \mÄhgntbm aä IW¡pItfm AhÀ ImWp¶nÃ F¶ am{XaÃ Cu Imcy¯nÂ Hcp \nb{´ WhpwChÀ¡nsÃ¶pw പരിശോധനകളിൽ ബോധ്യപ്പെട്ടിട്ടുണ്ട്. മാസാമാസങ്ങളിൽ കമ്മറ്റി കൂടുകയോ, കമ്മറ്റിയുടെ കാലാവധി കഴിയുന്ന മുറക്ക് തെരഞ്ഞെടുപ്പ് നടത്തുന്നതിനു വേണ്ട \S]SnIÄ kzoIcn¡pItbm sN¿m¯ kwL§fpw IpdhÃ.

Sn kwL§fpsS{] hÀ¯\wCu coXnbnÂ XpScp¶Xnsâ{] [m\ ImcWw ഡിപ്പാർട്ടുമെന്റിൽ നിന്നും സമയ ബന്ധിത പരിശോധന നടത്താത്തതുകൊണ്ടാണെന്ന് ImWp¶p. B bXn\mÂ ASp¯ aq¶ amk¯n\ Iw AXmX bqWnäpIfnepff FÃm k¡qÄ/tImtfP k l IcW kwL§fnepw hniZamb]cntim[\ \S¯ndnt¸mÀ«pIÄ hm§n]cntim[n¨ Bhiyamb \S]SnIÄ kzoIcn¡phm³ FÃm tPmbnâ cPnk{SmÀamtcmSpw \nÀt±in¡p¶p. C{] Imcw]cntim[\ നടത്തിയതിന്റേയും ആയതിൻമേൽ കൈക്കൊണ്ട നടപടികളെ സംബന്ധിച്ചും വിശദമായ റിപ്പോർട്ട് ഈ ഓഫീസിലേക്ക് മാസാമാസം അയച്ചു തരേണ്ടതാണ്.

IqSmsX]e kwL§fntebpw B Unä ImemIme§fnÂ \S¡mdnsÃ¶ കാണുന്നു. കൃത്യ സമയത്ത് ആഡിറ്റ് നടത്തുകയും ആഡിറ്റിൽ ചൂണ്ടി ImWn¡s¸Sp¶ A]mIXIÄ]cnIcn¡p¶Xn\pw kXzc \S]SnIÄ ssIsImffp¶Xn\pw \nÀt±in¨psImffp¶p.

CXn\ ]pdta{] hÀ¯\ clnXamb k¡qÄ/tImtfP kwL§sf 71 (2) (ബി) അനുസരിച്ച് ലിക്വിഡേറ്റ് ചെയ്യുന്നതിനും നടപടികൾ സ്വീകരിക്കേണ്ടതാണ്.

AtXmsSm¸w k¡qÄ/tImtfP kwL§fpsS {] hÀ¯\w IqSpXÂ sa¨s¸Sp¯p¶Xn\mbn hnZym`ymk hIp¸[nIrXcpambn _Ôs¸« bpIXamb നടപടികൾ സ്വീകരിക്കേണ്ടതുമാണ്.

sI. sP. amXyp
sk{I«dn, k l IcW hIp¸
C³NmÀP Hm^ k l IcW kwLw cPnk{SmÀ

hmbt]Xc{]hÀ¯\§Ä

No.MP (4) 24030/98 Office of the Registrar of Co-operative Societies
Thiruvananthapuram, 22-8-98

CIRCULAR No. 33/98

Sub: **Rubber processing Companies of Rubber Board and Rubber producers societies-permission to Rubber Marketing the processing Co-op: Societies to take shares-instructions issued.**

Ref: **1. D.O.Letter No. CA/CMC/98 dated: 11-6-98 of the Chairman Rubber Board, Kottayam.**

2. Government letter No. 5760/3/98/Co-op: dated: 17-7-98 of Secretary (Co-op)

As per the reference 1st cited the chairman, the Rubber Board has stated that Rubber Board has been assisting the Rubber Marketing and Processing Co-operatives by investing crores of Rupees by way of Share Capital, Margin Money Assistance etc. for strengthening the processing and marketing activities. The Rubber Board has set up over 1600 Rubber producers societies and 18 Companies which have also been formed with equity from the Rubber Producers Societies and started one Rubberwood processing Company. Now five Rubber processing companies of the Rubber Board and Rubber Producers Society have decided to, become public limited companies and widen their share capital base for improving their activities. The Chairman, Rubber Board has also requested that a general permission may be given to Rubber Marketing and Processing Co-operatives to take shares in the processing companies including the Rubber Wood Processing Company set up by the Rubber Board and Rubber Producers Societies.

As per the reference 2nd cited, Government are pleased to accord general permission to the Rubber Marketing and Processing Co-operatives to take shares in the processing companies as mentioned above provided that the investment could be at the discretion of the concerned co-operative societies.

In these circumstances permission is hereby accorded to the Rubber Marketing and Processing Co-operatives to take shares in the processing companies including the rubber wood processing Company set up by the Rubber Board and the Rubber Producers Societies under the provisions in section 57 (C) of the KCS. Act 1969 subject to the conditions that the mode of investment could be at the discretion of the Co-operative Societies concerned.

Sheela Thomas I. A. S.
Registrar of Co-operative Societies

k l lcW kÀ¡peÀ kaml mcw

No.CS(5) 18907/2000.   Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, 19-10-2000

CIRCULAR No. 45/2000

Sub: **Protection of Consumers from illegal and unethical trade practice followed by traders/shop keepers in the country-circular instructions-regarding.**

Ref: **Letter No. 0-11015/5/2000-CCM dated, 17-4-2000 from the Director (Co-operation) Ministry of Consumer Affairs & Public Distribution Department of Consumer Affairs, Government of India with the D.O.Letter No. II 9 (ii)/99/CPU dated 22-12-'99 from Shri. Shanta Kumar, Minister for Consumer affairs and Public Distribution.**

2. Government letter No. 4492/PS/2000/Co-op: Dt. 23-6-2000

In D.O.letter No. II (ii)/99/CPU-dated: 22-12-99 from Shri: Shantakumar, Hon'ble Minister for Consumer Affairs and Public Distribution, Government of India informed that in the Cash Memo/Bills issued to the consumers, an unilateral condition is included stating "Goods once sold will not be taken back/exchanged" etc. This condition is against the law. With a view to protect the consumers from this illegal trade practice being followed by a few traders/shop keepers it is requested to take immediate action by issuing guidelines to ensure that the cash memos/bills issued in the State by the traders/shop keepers do not carry the condition that "Goods once sold will not be taken back/exchanged."

In the circumstances all the Joint Registrars (General) are requested to issue necessary instructions to the Co-op: Societies/Stores coming under the control of Co-op: Department to remove the conditions carrying in the Cash Memos/Bills issued by the Co-op: Societies/Stores that "Goods once sold will not be taken back/exchanged". You are also requested to ensure that the above instructions is strictly followed by all the Co-operative Societies/Stores.

Dharam Veer
Registrar of Co-operative Societies

kqNn I

\ ¼À	hn j bw	t] P
	cPn k t{S j \pw ss _ tem t`ZKXn bpw	
6/70	**k I IcW kwL § fnse]W¨paXe kw_ Ôn¨.**	3
51/82	Amendments to Bye-laws of Co-operative Societies-Rejection there of-observing provisions laid down in sub section(4) of section 12 of KCS Act regarding.	3
49/83	Keeping the registered bye-laws with up-to- date amendments in tact- Instructions issued.	4
7/86	k I IcW kwL § fpsS cPn k t{S j \pw \nbamhenbpsS t`ZKXnbpwþ XÂ kw_ Ôamb hnhc § Ä k I IcW N«w 11þÂ \nÀt± i n¨ncn ¡ p¶ {] I mcw 4þmw \¼À ^md¯ nÂ FgpXn kq£ n ¡ Âþ \nÀt± i w \e I p¶ p.	4
24/86	സഹകരണസംഘങ്ങൾ–ഭരണസമിതി തെരഞ്ഞെടുപ്പിനുവേണ്ടി s]mXptbmKw hnfn¨p I q«Âþ AwK § Ä ¡ t\m«o k \Â I p¶ X Zn\ ¸{X¯ nÂ]c kyw sN¿p¶ Xnte ¡ mbn ss_ em t`ZKXn sN¿p¶ X kw_ Ôn¨ \nÀt± i w \Â I p¶ p.	6
37/87	kwL § fpsS cPn k t{S j ³ ss_ em t`ZKXn cPn k äÀ sN¿p¶ Xnepff I meXma kw Hgnhm ¡ p¶ Xp kw_ Ôn¨pff \nÀt± i § Ä	8
54/87	Co-operative Societies at Primary Level-Registration by Joint Registrars-Prior consultation with Registrar-Further instructions issued	9
18/93	k I IcWh I p¸ ss_ em t`ZKXn kw_ Ôn¨ \nÀt± i § Ä.	12
22/93	Co-operative department- paid up share capital surpassing the Authorised Share Capital- Timely amendment of bye-law instructions-regarding.	14
8/2000	k I IcW h I p¸ þ1999þse t I c f k I IcW kwLw (t`ZKXn) \nbawþ k I IcW kwLw cPn k t{S j ³, \nbamhen t`ZKXn sN¿Â, AwKXzw \Â I Â F ¶ nh kw_ Ôn¨ kab_ ÔnXambn തീർപ്പ് കൽപ്പിക്കേണ്ട കാര്യങ്ങൾ–നിർദ്ദേശം പുറപ്പെടുവിക്കുന്നു.	15
Lr.MT.1.31080/99 Dt.5-6-2000	te_À t I m¬{Sm I ä k I IcW kwL § Ä ¢m knss^ sN¿p¶ Xp kw_ Ôn¨.	16
39/2000	k I IcWh I p¸ þ1969þse t I c f k I IcW kwLw \nba¯ ntebpw N« § fntebpw t`ZKXn I Äþ k I IcW kwL § fnse \nbamhen t`ZKXnþ \nÀt± i w]pds¸ Sphn ¡ p¶ p.	17
	A wKXzw	
5/75	s]mXptbmK¯ nÂ]s¦Sp ¡ p¶ AwK § Ä ¡ knän § ^o k , bm{X¸ Sn apXemb h s I mSp ¡ p¶ Xns\ kw_ Ôn¨.	21
16/77	k I IcW k Ym] \ § fnÂ {] t h i \ ^o k Hcp {]mh iy¯ ne [n I w h kqem ¡ p¶ Xp kw_ Ôn¨.	21
34/80	k I IcW kwL § fnÂ]«n I PmXnþ]«n I hÀ¤ ¡ mÀ ¡ p AwKXz¯ n\p Hm I cn aqe [\{Kmâ \Â I p¶ Xp kw_ Ôn¨.	22
51/80	k I IcW kwL § fnÂ]«n I PmXnþ]«n I hÀ¤ ¡ mÀ ¡ p AwKXz¯ n\pff B \p I qey § Ä kw_ Ôn¨.	23
G.O.MS.473/80/AD Dt. 9-12- 1980	exempt all the Housing Co-operative Societies in the State from the provision of clause (e) of sub-rule (2) rule 16	24

k l IcW kÀ¡peÀ kam I mcw

71/83	I cnP\ k I IcW kwL §Äþ]«n I PmXnbnÂ \n¶pw aX]cnhÀ¯\wsNbvX {I nkvXpaXw kzoIcn¨hÀ¡v AwKXzw \evIp¶Xp kw_Ôn¨ \nÀt±i §Ä.	25
12/85	Prohibition of dual membership in Credit/Housing Societies instructions issued.	26
33/85	Disqualification of a member of a Credit Society under Rule 27 on account of dual membership-Disqualification of a member of a committee under Rule 44 of the Rules-expeditious action-instructions issued	27
Pro.No.G.14233/88 Dt.18-1-1989	Co-operative Societies-Admission of the members of the Scheduled Caste/Scheduled Tribe Co-operative Societies in the Primary Agricultural Credit Societies previous sanction issued.	29
16/92	{]mYanI k I IcW kwL §fnÂ AwK §sf tNÀ¡p¶Xns\ ¡pdn¨v \nÀt±i §Ä kw_Ôn¨v.	30
26/92	k I IcW B ip]{Xn I fpw Un kvs] ³ kdn I fpw AwK §Ä¡v dnt_äv A \phZn¡p¶Xp, kw_Ôn¨p \nÀt±i §Ä]pds¸Sphn¡p¶p.	31
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29/98	k I IcW kvYm]\ §fnÂ AwKXzw t\Sp¶Xn\mbn kaÀ¸n¡p¶ At] £ I fn³ taÂ Xocpam\w ssI s¡mffp¶Xv þ kw_Ôn¨v	33
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	C³ j zd³ k	
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Lr.No.CP(4) 18224/95 Dt. 18-4-96	k l IcW hIp¸ þ k l IcW kwL §sf cPnk t{Sj ³ ^oknÂ \n¶ Hgnhm¡p¶Xp kw_ Ôn¨.	708
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21/98	k I IcWwþk I IcW s{I Unä ¹m³ X¿mdm ¡ p¶ Xp kw_ Ôn¨ hnZK ² kanXn i p] mÀ i.	762
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23	1971	516	10	1976	694	51	1978	128
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